# DISSERTATION

FOR THE AWARD OF DEGREE OF

MASTER OF HOSPITAL ADMINISTRATION

SESSION 2022-2024

# "TIME MANAGEMENT PRACTICES AMONG HEALTHCARE PROFESSIONALS"

SHAGUN MALIK

SANTOSH DEEMED TO BE UNIVERSITY

NO.1, SANTOSH NAGAR,

GHAZIABAD-201009, NCR DELHI, INDIA

DEPARTMENT OF HOSPITAL ADMINISTRATION

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*SHAGUN MALIK*

*(Batch 2022-2024)*

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# INTRODUCTION:-

Effective time management is crucial for healthcare professionals working at tertiary care teaching hospital as it directly impacts patient care and overall productivity. Time is one of the most valuable assets for everyone in everyday life, which is something that can be lost but cannot be found back.

Time management is undeniably one of the most challenging aspects of life. It involves organizing and planning how to allocate our time among various activities. Effective time management allows us to work smarter rather than harder, enabling us to accomplish more in less time, even when time is limited, and pressures are high. Poor time management reduces our efficiency and increases stress. While not everyone excels at time management, it requires significant effort and practice to master. Self-discipline is the key to manage your time well. Time management is a crucial skill for health care professionals, as they are often faced with a high volume of tasks and responsibilities that require careful planning and organization. Effective time management can help health care professionals prioritize their tasks, meet deadlines, and provide quality care to their patients.

Time management is the skill of planning and controlling how much time to spend on specific activities. It helps you to increase your effectiveness, efficiency, and productivity by organizing and aligning your tasks and objectives into a schedule.

Time management involves balancing various demands upon your time such as work, social life, family, hobbies, personal interests, and commitments.

Time management techniques generally include setting goals, prioritizing tasks, allocating time for specific activities, and planning and scheduling the necessary steps to achieve these goals. In essence, time management involves creating processes and using tools to enhance efficiency and productivity. When we consider time management, we often think of personal time management, which can be broadly defined as organizing our time to minimize the time spent on mandatory tasks, thereby freeing up more time for the activities we enjoy.

Time management is a pivotal skill for healthcare professionals, especially in tertiary care teaching hospitals. These institutions are characterized by their complex structure and multifaceted responsibilities, which include patient care, teaching, and research. Efficient time management in such settings is crucial to ensure the delivery of high-quality care, the effective training of future healthcare providers, and the advancement of medical research.

Effective time management in healthcare settings can lead to numerous benefits, including improved patient outcomes, reduced stress among healthcare providers, and enhanced operational efficiency. In tertiary care teaching hospitals, the need for efficient time management is further amplified due to the additional responsibilities of teaching and research. Understanding the time management practices of healthcare professionals in these settings can provide valuable insights into how to optimize their work processes, thereby improving the overall functionality of the hospital.

Hospitals operate as essential 24/7 healthcare service environments that require staff to possess effective and efficient management skills, with time management being a critical one. Since the industrial revolution, the skill of time management has evolved into the concept of completing tasks both efficiently and effectively. This involves arranging, organizing, scheduling, planning, and budgeting the time allocated to specific tasks. It includes the ability to say no, limit interruptions, make wise investments of time, and carefully control its use.

Time management involves planning, controlling, and utilizing time effectively, which is crucial in healthcare organizations. Proper time management is vital for delivering high-quality healthcare, reducing patient wait times, minimizing job-related stress among colleagues and health workers, and ensuring activities are completed quickly without disrupting others' work. Time management equates to life management, serving as the key to achieving a balanced lifestyle. It enhances productivity, reduces burnout, fosters development, and improves both personal and professional satisfaction. Efficient time management impacts productivity and performance by helping employees work more efficiently, meet deadlines, produce higher-quality work, prioritize tasks, achieve goals more quickly, seize new opportunities, and build a successful organization.

In essence, time management is the practice of exercising conscious control over the amount of time spent on specific activities to increase efficiency and productivity. It is supported by a variety of skills, tools, and techniques used to manage time effectively when completing tasks, projects, and goals.

Time management is a critical skill for healthcare professionals, particularly those working in tertiary care teaching hospitals where they must juggle patient care, teaching responsibilities, and administrative tasks. The high-pressure environment and the need for precision and efficiency in such settings make effective time management indispensable. Poor time management can lead to increased stress, burnout, and a decrease in the quality of patient care and educational outcomes. Therefore, understanding and improving time management practices among healthcare professionals in these settings is of paramount importance.

This article aims to explore the time management practices of healthcare professionals working in tertiary care teaching hospitals. We will investigate how these professionals balance their multifaceted roles and the strategies they employ to manage their time effectively. By examining existing research and case studies, we will identify best practices and common challenges faced by doctors, nurses, and other healthcare staff.

The discussion will be structured as follows:

1. **Importance of Time Management in Healthcare:** This section will outline why time management is crucial in the healthcare sector, particularly in tertiary care teaching hospitals.
2. **Challenges Faced by Healthcare Professionals:** We will delve into the specific challenges that healthcare professionals encounter in managing their time, including high patient loads, teaching responsibilities, and administrative duties.
3. **Effective Time Management Strategies:** This section will review various strategies that have been found effective, such as prioritization, delegation, and the use of digital tools.
4. **Role of Institutional Support:** We will examine how institutional support, including training programs and workload management systems, can aid healthcare professionals in better managing their time.

5. **Impact on Job Performance and Well-being:** Finally, we will discuss the impact of effective time management on job performance, stress levels, and overall job satisfaction.

By providing a comprehensive overview of these aspects, this article aims to contribute to the improvement of time management practices among healthcare professionals, ultimately enhancing both their well-being and the quality of patient care and education in tertiary care teaching hospitals.

**Importance of Time Management in Healthcare**

Time management in healthcare is crucial due to the high-stakes environment where efficiency directly impacts patient outcomes and educational quality. Healthcare professionals in tertiary care teaching hospitals are responsible for providing top-notch patient care while simultaneously fulfilling teaching and administrative roles. Effective time management ensures that these professionals can deliver high-quality care, meet educational objectives, and maintain their well-being. Poor time management can lead to errors, burnout, and decreased job satisfaction, ultimately affecting patient safety and staff retention.

**Benefits of Time Management in Healthcare**

Effective time management offers numerous advantages for healthcare professionals, including:

- **Enhanced Patient Care**: Allocating more time for each patient enables you to provide superior care. You can listen attentively to their concerns, answer questions thoroughly, and develop personalized treatment plans. This also allows for a proactive approach in identifying and addressing potential health issues.
- **Reduced Stress and Burnout**: Healthcare professionals often face significant stress due to long hours, high patient volumes, and unpredictable workloads. Effective time management can help mitigate stress and prevent burnout by enabling better workload control and improved work-life balance.
- **Increased Productivity and Efficiency**: Mastering time management skills allows you to accomplish more in less time, leading to higher productivity and efficiency for both you and your team. This can also free up additional time for other essential tasks, such as patient care, research, and professional development.

- **Improved Financial Outcomes**: Efficient time management can positively impact the financial health of your practice or organization. By seeing more patients and completing tasks more quickly, you can increase revenue. Additionally, time management can help reduce costs by minimizing waste and inefficiency.

**Challenges Faced by Healthcare Professionals**

Healthcare professionals in tertiary care teaching hospitals face unique challenges in managing their time. These include:

- **High Patient Load**: Managing large numbers of patients with complex medical conditions, requiring detailed attention and care.
- **Teaching Responsibilities:** Balancing clinical duties with the need to educate and mentor medical students and residents, often requiring preparation and feedback.
- **Administrative Tasks:** Completing necessary paperwork, attending meetings, and complying with regulatory requirements, which can be time-consuming and detract from patient care.
- **Unpredictable Work Environment:** Dealing with emergencies and unscheduled events that disrupt planned activities and require immediate attention.
- **Work-Life Balance:** Struggling to maintain personal time amidst professional responsibilities, which can lead to burnout and decreased job satisfaction.

**Effective Time Management Strategies**

Several strategies have been identified to help healthcare professionals manage their time effectively:

- **Prioritization:** Focusing on the most critical tasks first and delegating less urgent tasks to ensure that essential duties are completed timely.
- **Delegation:** Assigning tasks to other team members to ensure efficient workflow and reduce the burden on individual healthcare providers.

- **Use of Digital Tools:** Employing scheduling software, electronic health records, and other digital tools to streamline tasks, reduce administrative burdens, and improve communication.
- **Structured Time for Uninterrupted Work:** Allocating specific times for focused work without interruptions to enhance productivity and ensure high-quality output.
- **Time Management Training:** Providing training programs that equip healthcare professionals with practical time management skills, techniques for reducing procrastination, and strategies for coping with time pressures.

**Case Studies and Research Findings**

Research on time management practices in healthcare has shown varying results. For example:

- **Digital Tools:** A study on the use of digital tools in a teaching hospital demonstrated significant reductions in time spent on administrative tasks, allowing more time for patient care and teaching.
- **Prioritization and Delegation:** Another study highlighted the benefits of prioritization and delegation, showing improved job performance and reduced stress levels among nurses who adopted these practices.
- **Flexible Scheduling:** Research on flexible scheduling in a teaching hospital found marked improvements in job satisfaction and reduced burnout rates among staff.

Comparing these studies reveals that while technology can aid in time management, personal skills such as prioritization and delegation are equally important.

**Role of Institutional Support**

Institutional support plays a crucial role in enhancing time management among healthcare professionals. This includes:

- **Training Programs:** Institutions can offer workshops and courses on time management to help staff develop these essential skills.
- **Workload Management Systems:** Implementing systems that help distribute workloads evenly and reduce the burden on individual professionals.

- **Administrative Support:** Providing adequate administrative support to handle non-clinical tasks, allowing healthcare professionals to focus on patient care and teaching.
- **Flexible Scheduling:** Offering flexible work schedules to help staff manage their time more effectively and maintain a better work-life balance.
- **Mentorship Programs:** Establishing mentorship programs where experienced professionals can guide newcomers in effective time management and coping strategies.

**Impact on Job Performance and Well-being**

Effective time management has profound implications for job performance and well-being among healthcare professionals. Studies have shown that improved time management practices lead to:

- **Enhanced Job Performance**: Professionals who manage their time well can complete tasks more efficiently and effectively, leading to better patient outcomes and educational achievements.
- **Reduced Stress Levels:** Effective time management helps reduce the stress associated with high workloads and time pressures.
- **Increased Job Satisfaction:** Professionals who feel in control of their time are more likely to be satisfied with their jobs and less likely to experience burnout.
- **Improved Work-Life Balance:** Effective time management allows healthcare professionals to allocate sufficient time for personal activities, contributing to overall well-being.

**Study Comparisons and Implications**

Comparing studies on the impact of time management reveals consistent findings that effective time management practices and institutional support significantly improve job performance and well-being. For instance, a study on the introduction of flexible scheduling in a teaching hospital found a marked improvement in job satisfaction and reduced burnout rates among staff. These findings suggest that healthcare institutions should prioritize time management training and support systems to foster a productive and healthy work environment.

**The Role of Technology in Time Management**

Technology has revolutionized time management in healthcare through:

- **Electronic Health Records (EHRs):** EHRs streamline documentation, reduce duplication, and make patient information more accessible, thus saving time.
- **Telemedicine:** Telemedicine reduces the need for travel and can streamline follow-up appointments and consultations, increasing efficiency.
- **Mobile Health Apps:** Apps for scheduling, reminders, and patient management help professionals stay organized and on track.

**The Significance of Team Dynamics**

Effective time management is not only an individual effort but also a team endeavour. Key aspects include:

- **Team Communication:** Clear communication among team members ensures tasks are appropriately assigned and deadlines are met.
- **Role Clarity:** Understanding each team member's role prevents overlap and ensures all tasks are covered efficiently.
- **Collaborative Tools:** Using tools like shared calendars and task management software can enhance coordination and reduce time wasted on miscommunication.

**Broader Impact on Healthcare Systems**

Effective time management has implications that extend beyond individual professionals and teams to the healthcare system at large:

- **Resource Allocation:** Efficient use of time leads to better allocation of resources, reducing waste and improving overall system efficiency.
- **Patient Flow:** Proper time management can enhance patient flow through healthcare facilities, reducing wait times and improving patient satisfaction.
- **Quality of Care:** By minimizing errors and ensuring timely care, effective time management directly contributes to better health outcomes.

**Continuous Improvement and Feedback**

Implementing continuous improvement practices can further enhance time management:

- **Regular Reviews:** Periodically reviewing time management practices helps identify areas for improvement.
- **Feedback Mechanisms:** Creating channels for feedback allows healthcare professionals to suggest changes and share best practices.

**Adaptability:** Staying flexible and adapting to new challenges ensures that time management strategies remain effective over time..

Time management is essential for anyone aiming to work efficiently, whether approached formally or informally. In reality, nearly everyone engages in some form of time management; the real issue lies in how effectively they manage it and the impact it has on their activities. However, mastering time management is challenging – as you might have experienced! Even for those who put in the effort, achieving perfection is impossible. If you find this introduction to a book on time management daunting, be prepared for more challenges ahead.

**The impact of mastering time management can be significant and diverse. It can:**

- Influence your efficiency, effectiveness, and productivity. This alone underscores the importance of your approach to time management, as it affects your work continuously.
- Determine the level of pressure associated with any job.
- Enhance your visibility positively. Time management shapes how others perceive you within the organization. Effective time management can set apart individuals with equal talent and ability, making some more likely to succeed in their careers.

Therefore, developing your personal time management system is crucial, even though it may take some time. Time management should be viewed as self-management, requiring discipline that becomes easier with habitual practice. Good habits promote a well-organized approach to planning and executing your work. Conversely, bad habits, which are notoriously difficult to break, might need to be addressed during any review of your work methods.

Making time management work for you hinges on two key factors: how you plan your time and how you execute your tasks. The initial aspect, discussed early in this book, provides a critical foundation for your work. The second involves various operational elements, practices, methods, and tricks, each positively impacting your work. These factors range from simple actions, such as checking your watch to subtly encourage visitors to leave, to more complex strategies, like maintaining an efficient filing system to save time and ensure quick access to documents.

**There are undoubtedly many methods for achieving effective time management, but four main categories seem to organize the process effectively:**

1. **Planning**: This is the foundation for all action. It involves various tasks such as research, investigation, analysis, and testing. This stage may also include consultation and the communication of plans, and it is crucial for decision-making.
2. **Implementation**: This encompasses the actual execution of tasks, both intangible (like decision-making) and tangible. Tasks fall into two types: individual tasks, which are standalone and can range from composing a brief email to writing a lengthy report; and progressing tasks, where a series of interconnected actions work towards a larger goal, such as moving offices. These tasks often benefit from visual tools like flowcharts and must be linked to planning activities on any scale.
3. **Monitoring and Control**: This involves checking that tasks are being performed optimally and yielding the desired results. This can be as simple as editing a report or using a spellchecker, or as complex as managing financial control systems.
4. **Communicating and Dealing with People**: This overlaps with the other three categories and is inherent in nearly everyone's work. Few people work in isolation and interacting with others—whether briefing, reporting, or meeting with them—is a significant part of the job and consumes a major portion of time.

In all four categories, there should be a strong connection with objectives and achieving results. All tasks and actions should be aligned with overall goals and are often of little significance on their own. Effectiveness is ultimately measured by achievement. Time management is not just about cramming more activities into available time; it is about ensuring that objectives are met. It

is crucial to remember that activity should never be confused with achievement. With this understanding, we can specifically examine current working practices.

Organization and time management are closely linked. Being organized sets the stage for effective time use, while poor organization subtly wastes time, gradually reducing efficiency. Even minor disorganization across various activities can significantly impact overall performance. At its worst, poor organization can lead to serious problems. A disorganized person:

- Struggles to locate papers and information
- Allows confusion to infiltrate their schedule, sometimes resulting in double-booking
- Jumps between tasks, attempting to meet multiple, conflicting deadlines and completing things haphazardly
- Arrives late and unprepared for meetings
- Let's paperwork pile up
- Lacks clear priorities
- Works in a messy environment
- Communicates poorly and maintains inadequate records

Consequently, they duplicate efforts, waste time, miss deadlines, and deliver subpar results despite investing time and effort. Worse, such poor performance is noticeable and affects others. Colleagues are inconvenienced, the disorganized person gains a reputation for unreliability, and both work performance and personal promotion prospects suffer.

**Combating Time Wasters:**

Few things are more frustrating than interruptions, especially unnecessary ones that happen repeatedly. As you might have experienced, I've just been interrupted twice myself. Interruptions come in various forms, often involving people—whether they are right next to you, calling on the phone, or shouting from a distance. Other sources of interruptions include emergencies, fire drills, computer malfunctions, trips to the stationery cupboard, accepting deliveries, lunch breaks, coffee breaks, and what might be delicately termed comfort breaks. All these interruptions consume time, often more than they reasonably should.

**The Greatest Time Waster:**

Let's begin by examining three crucial aspects of one of the biggest time wasters, and certainly the greatest procrastinator: yourself. This is an area rooted in habit and human nature that requires deliberate effort to combat. We tend to fall back into these habits repeatedly, leading to wasted time each time:

1. **Do not delay tasks you find challenging**. Time is wasted in two ways here: first by delaying decision-making and then by postponing implementation. Both allow time to slip away. Consider a dramatic example: you manage a team, and one member is underperforming. Action is necessary, and you have three options:
    - Tolerate the poor performance (not recommended)
    - Develop or encourage the person to improve
    - Dismiss the underperformer (or otherwise remove them from the team)

**2. Don't Delay Tasks You Dislike:**

Avoid postponing tasks you simply do not enjoy. While there's a distinction between tasks that are challenging and those you dislike, the outcome of delaying and avoiding them is quite similar to what was previously mentioned. Although the example isn't necessary here, the underlying motivation for procrastination remains strong and impactful.

**3. Be Cautious with Your Favourite Tasks:**

Be mindful of spending too much time on tasks you enjoy. This can waste more time than avoiding tasks you dislike or find difficult, and it's often harder to recognize. Many people spend an excessive amount of time on their favorite activities, often because they enjoy them and excel at them.

# AIM & OBJECTIVES

## Aim:-

The aim of this study is to assess the current time management practices and identify factors influencing them among healthcare professionals, with the goal of providing insights and recommendations to enhance overall efficiency and well-being in the workplace.

## Objectives:-

1. To organize and control the work by early examination of all its aspects.
2. To identify barriers of time management.
3. To identify ways of managing time.

## Review of Literature:-

Analysing the use of time is important, because that way you will understand how to use your time more efficiently. Managing time is not superficial, but it is fundamental. A way of creating a peaceful atmosphere in the workplace is the consistency with values and wishes of employees to determine priorities. If every employee in an organization has good time management skills and therefore is more productive, then the organization itself is more efficient and productive. [(1).]

Effective time management in the workplace has a positive impact on employees. It leads to more efficient employees and, consequently, a more effective organization. Every organization should emphasize time management and clearly communicate its importance to their staff. Efficient time utilization can lower costs while also boosting employee morale and motivation.[(1).]

Time management is how time is planned, controlled, and utilized and is essential in healthcare organizations [(2)].

Managing time effectively can benefit both the personal life and the organization. It improves the ability to complete tasks, make smarter decisions, and achieve complete control over essential priorities. Time management is a main health professional discipline that reflects the quality of taking responsibility and accountability [(2)].

Time management provides every individual an opportunity to decide how to make use of this important source; it allows people to make the most of the least and it enhances ones knowledge about how to spend the time in a constructive manner. Individuals become aware of how to systematize and manage their lifestyles and not feel pressurized or overburdened due to any work [(3).]

Effective time management is essentially life management; mastering time management skills leads to better life management. Heavy workloads can cause stress, pressure, and depression, making it crucial for individuals to develop strong time management skills. [(3).]

Time management is the science that includes the planning, organising and co-ordination so as to achieve the goals. Self-time management is an ability of an individual to plan his or her solar day, to perform work efficiently and effectively. Its principles are person should be realistic and

determined to perform task, lower his/her distractions and be organised, amenable about the things and balance other parts of life [4].

Effective and at the same time efficient time management is a key area of management at which healthcare professionals must be proficient. Today, having the ability to manage and use the time effectively and efficiently is highly important. Taking into consideration that healthcare service is a process and the effectiveness of this process mostly depends on good use of time, it can be said that healthcare personnel assuming the responsibility for health care services should be proficient in time management [5].

Time management is particularly important for hospitals, as they are one of the institutions that provide services on a 24 hour basis. All healthcare personnel in the hospital have some responsibilities, such as managing and using time effectively to satisfy the client and enable the clients to happily leave the hospital in the shortest time possible [5].

Time management is organizing and implementing a strategy related to the time required for different activities in a project. No aspect of work, be it the individual's work, others, project, or process, can be controlled unless it has been planned [6].

Time is one of the most valuable assets for everyone in everyday life, which is something that can be lost but cannot be found back. Effective time management is considered an important to achieve the goals in an organization and accomplish the task on time; also it is a process of exercising the moral sense in performing a responsibility and control over the amount of time spent to accomplish a task and increase effectiveness, efficiency, and productivity [7].

Effective time management is always related to the quality of patient care, patient safety and job performance in providing care. Good time management raises the performance on individual and organization that is vital for a job holder to get the job done on time. Effective time management is a condition for organizational productivity. Therefore, time management is essential for every organization to achieve its goals and objectives [7].

Time is a priceless resource and continues to pass by without coming back. Time itself cannot be managed because it is an inaccessible factor rather task in line with time [8].

Time management practice is the act of influencing one's key behavioural dimensions to complete as many tasks as possible within a given time period. Such behavioural dimensions include organization of work and continuous application of time management techniques as a habit [8].

Donaldson suggests that effective time management aims to achieve the lifestyle balance one desires. Quality time at work, according to Donaldson, emphasizes producing high-quality work rather than focusing solely on quantity. [8].

Time management in both the work and social lives of the staff is more difficult than in other occupational groups. In the case of emergency health services, time management is no doubt the most important aspect in terms of human health [9].

Time management is a daily process that is applied in order to rationally use time, work schedules, lists of tasks, and delegation of responsibilities and everything else that helps to efficiently use time [10].

Time management is how time is planned, controlled, and utilized and is essential in healthcare organizations. Effective time management is vital for providing high-quality healthcare because patients wait for less, colleagues and other health workers feel less job-related stress, and activities are completed quickly without interfering with the work of others .Time management is life management .It is a key to achieving the lifestyle balance one desire [11].

Managing time effectively can benefit both the personal life and the organization. It improves the ability to complete tasks, make smarter decisions, and achieve complete control over essential priorities .Poor time management, on the other hand, has been linked to poor job quality, low productivity, a negative impact on the career path, and high levels of stress. Similarly, health professionals with poor time management skills frequently work overtime to complete their tasks. As a result, they have less personal and family time, causing more stress. It can also make them more exhausted, cause burnout, and have a negative influence on their health .Furthermore; an employee who is unable to manage his or her time has the potential to make conflict in the office. Missed deadlines, financial losses, stressful relationships, and job loss are all potential consequences of poor time-management skills [11].

From a personal standpoint, time management is seen as the application of managerial principles to one's own tasks to enhance productivity and efficiency, thereby enabling individuals to achieve their goals in both social and professional realms. In essence, it entails the conscious regulation of time. Effective time management stands as a cornerstone of success in professional endeavors. [12].

Effective time management is crucial for hospitals, which operate around the clock to provide continuous services. Every healthcare professional in the hospital plays a vital role in managing time effectively to ensure patient satisfaction and facilitate timely discharge. Time management is highly valued in healthcare services due to its impact on service quality and patient outcomes. This emphasis underscores the importance of efficient time utilization and maximizing productivity within defined time constraints. Hospitals must deliver daily healthcare services in specific areas within scheduled time frames, ensuring patients receive prompt care and treatment under optimal conditions, with accurate diagnoses using reliable diagnostic tools. [12].

Even a fraction of a microsecond holds immense significance for health professionals as they cater to the healthcare needs of patients and society as a whole. Time management skills empower health professionals to maintain discipline in their work and attain professional satisfaction, growth, and success. In alignment with this principle, proficient time management practices (TMP) form the foundation for implementing robust management practices, essential for strengthening the healthcare system and executing health policies. [13].

The extent of time management problems (TMP) varies across countries; for instance, TMP rates are reported as 69.5% in Palestine, 49% in Iran, 53.7% in Ghana, and 56.4% in Ethiopia. Inadequate TMP results in overwhelming stress, diminished work quality, ineffective workflow, compromised professional standing, and career stagnation. [13].

Several factors were identified as potential contributors to inadequate time management practices, such as educational background, age, marital status, gender, personal habits (like punctuality and time management), administrative and organizational obstacles (including organizational policies, absence of incentives, and performance evaluations), and employees' overall performance within an organization. [14].

Previous research conducted in developing countries revealed inadequate time management practices, primarily attributed to organizational and personal factors. However, there is currently no publicly accessible data specific to Addis Ababa or Ethiopia as a whole. Hence, this study aimed to evaluate time management practices and identify influencing factors among healthcare professionals employed in public hospitals in Addis Ababa, Ethiopia, in 2022. [14].

Research indicates that time pressures and challenging workflow significantly contribute to physician dissatisfaction, stress, burnout, and intentions to leave their positions. Similarly, extensive work hours and overtime have been linked to heightened levels of burnout, perceived stress, and symptoms of depression. These findings are alarming, as reduced job satisfaction and burnout correlate with increased medical errors, diminished patient satisfaction, prolonged recovery times after discharge, and reduced professional performance. Therefore, it is imperative for physicians to acquire effective time management skills. Indeed, time-management practices are recognized as essential competencies in various competency-based medical frameworks. [15].

Beyond the field of medicine, research in education and occupational settings demonstrates that effective time management enhances productivity and contributes to overall well-being. Multiple randomized controlled trials have indicated that interventions focusing on time management reduce perceived stress and enhance individuals' sense of control over their time. These studies among undergraduate students have led researchers to conclude that time management training positively influences students' well-being. [15].

At present, numerous institutions operate without a structured time management program, mistakenly equating long hours with productivity. There is a notable absence of a time management culture across Africa, which poses risks to both individuals and organizations. Many individuals feel overwhelmed by their workload, citing insufficient time as a primary reason for unmet goals, subpar performance, and reduced productivity. In healthcare facilities, effective time management is particularly crucial as it directly impacts the quality of patient care, significantly influencing patient outcomes and well-being. [16].

Quality healthcare service enhances the likelihood of achieving favourable health outcomes and is defined by seven key attributes, including timeliness. Health centres are facilities dedicated to delivering regular healthcare services within designated areas. Failure of employees at these centres to meet expectations can lead to detrimental consequences, such as missed deadlines,

heightened stress levels, increased treatment costs, diminished work quality, inefficient operations, breaches of patient rights, and disruptions to team dynamics. Furthermore, such lapses can negatively impact career trajectories within the healthcare profession. [16].

Time management poses numerous challenges for healthcare professionals. Among the most pressing is the sheer volume of patients they must attend to within limited time frames, often compromising the quality of individual patient care. Another formidable challenge is the unpredictable nature of healthcare workloads, which can swiftly change due to emergencies, administrative duties, and other factors, hindering effective scheduling and adherence to plans. Interruptions also significantly impact healthcare professionals, who frequently contend with disruptions such as phone calls, emails, and requests throughout the day. These interruptions disrupt workflow and detract from their ability to concentrate on tasks at hand. [17].

"Time" is a crucial resource in all organizational processes, particularly in healthcare, where it profoundly impacts patient safety and service quality. Effective time management (TM) not only enhances the quality of work for healthcare professionals but also for allied health professionals (AHPs). Many healthcare organizations prioritize the development of TM skills among their employees. Numerous TM handbooks have been published, highlighting factors like planning abilities, organizational behavior, and administrative support that influence TM. Studies on nursing managers have identified administrative and organizational barriers as significant factors affecting nurses' TM skills. Additionally, leaving tasks unfinished and interruptions from phone calls have been shown to disrupt TM practices. [18].

While time management remains critical for physicians, interruptions persist as significant time drains. Researchers like Gordon and Jones have sought solutions to time management challenges. Gordon explores various time management techniques tailored for physicians, aiming to enhance their efficiency. Similarly, Jones focuses on strategies to expand cognitive capacity for daily tasks, such as prioritizing patient care through categorization, adjusting priorities as circumstances evolve, accurately estimating task durations, monitoring time allocation across different tasks, and accounting for unplanned activities or errors. [18].

Efficient time management enables you to handle unexpected or urgent tasks without neglecting other responsibilities. Organize your work calendar to accommodate regular activities like clinic meetings, teaching workshops, or routine clinic duties. Interruptions, whether physical or technological, and delays consistently erode your precious time. [19].

The traditional belief that physicians must handle every aspect of patient care independently and possess all the answers is outdated. As healthcare evolves towards patient-centered models, a collaborative team of diverse and skilled medical specialists can address various facets of patient needs effectively. Delegating specific responsibilities to capable medical staff not only lightens your workload but also enhances productivity, enriches the quality of patient care, and optimizes time management. [19].

Personal time management involves applying managerial principles to one's activities to enhance productivity and efficiency, thereby enabling individuals to achieve their goals in both social and business contexts. Essentially, it's the skill of consciously controlling and optimizing one's use of time. In business life, effective time management stands out as a critical factor for success. Efficient time utilization serves as a tool for individuals to realize their personal and professional aspirations. However, in today's fast-paced environment marked by rapid life rhythms, ever-evolving technology, and pervasive social media usage, the opportunity for individuals to achieve success through effective time management is increasingly challenged.

In this context, it becomes essential for individuals to prioritize accuracy and appropriate scheduling over simply completing tasks quickly. Hence, managing one's time effectively involves not only completing tasks promptly but also ensuring they are done correctly. Thus, individuals must take charge of how they manage their time to navigate these challenges effectively. [20].

Effective time management is crucial for hospitals, which operate around the clock to provide continuous services. Every healthcare professional in a hospital plays a vital role in managing time effectively to ensure patient satisfaction and facilitate prompt discharge. Time management is highly valued in healthcare services due to their sensitivity and impact on service quality. Today, healthcare institutions prioritize optimal utilization of physical resources, advanced

medical technologies, and skilled healthcare professionals to deliver high-quality services. Time management involves maximizing productivity and fitting numerous tasks into limited time frames. Hospitals must deliver daily healthcare services within specified timelines, ensuring patients receive timely and comprehensive care with accurate diagnoses using reliable diagnostic tools under optimal conditions. [20].

Time management entails purposefully strategizing and structuring how you allocate your time among different activities. When employed adeptly, time management becomes a valuable competency that enables you to achieve more within shorter time frames, even amid demanding schedules. This skill is especially crucial for healthcare professionals, who regularly contend with numerous tasks vying for their attention and navigate multiple stressors daily. [21].

Tasks that are both urgent and important should take precedence, while those that are less urgent and less important can be deferred until higher priority tasks are completed.

Additional effective strategies include:

- Assigning a urgency rating between 1 and 10 to each task to clarify priorities.
- Categorizing tasks into groups (e.g., 'discharges') and determining which categories require immediate attention.
- Applying the 80/20 principle, where 20% of tasks that are critical should occupy 80% of your time, while the remaining 80% of tasks should occupy the remaining 20% of your time. [21].

Managing time is often more complex than initially perceived or anticipated. Different authors offer varying definitions of time management. In their study titled "Time Management: Effectiveness, Logic, and Challenges," researchers observed that the concept of time management can differ significantly among individuals. The issue of time management was extensively discussed in the 1950s and 1960s, with several authors proposing strategies for addressing job-related time challenges. These included straightforward approaches such as writing task lists (commonly known as to-do lists) to enhance job performance. However, some

authors also acknowledged that despite planning tasks and activities, completing planned work isn't always guaranteed, especially under high time constraints. [22].

Effective time management isn't always inherent, but it's crucial for avoiding excessive work hours and significantly increasing success in business (Steven, 2009). Additionally, Claassen et al. (2009) emphasized that time management is a strategy for managers to enhance work performance effectiveness. Jon (2012) offered several tips for effective time management:

1. Begin early to plan your day (this ensures punctuality and readiness).
2. Create a list of tasks to be accomplished (this frees up mental space by transferring tasks onto paper).
3. Prioritize tasks (categorize patient care, write everything down, mark tasks as completed, and reassess priorities as the day progresses).
4. Estimate the time required for each task.
5. Monitor time spent on different tasks conscientiously.
6. Allocate time for unforeseen activities or errors to avoid wasting time.
7. Learn to decline tasks when necessary.
8. Lastly, organize your personal life; prioritize and delegate tasks at home to alleviate stress, and prioritize relaxation as an essential component of your routine. [22].

To identify time management (TM) techniques for this review, we conducted a Medline search using keywords such as 'time management', 'physician', 'burnout', and 'career development'. This approach yielded 5624 studies, which were initially screened based on their titles and abstracts. Among these, 5412 studies were excluded as they did not pertain to time management for physicians. Among the remaining 212 studies, most highlighted the importance of developing effective time management skills to mitigate stress and burnout, particularly in early career faculty development. They underscored that effective time management is essential for achieving excellence in physician practice. However, few published studies provided specific recommendations on how to implement these skills effectively. [23].

Achieving a work-life balance as a physician requires mastering efficiency and effectively managing the limited resource of time. Pressures on physicians have intensified recently, partly

due to changes in reimbursement and reduced funding for scholarly and patient-centered activities. Physicians now handle a greater number of complex patients in less time, manage increased administrative tasks, and remain constantly accessible through email, pagers, mobile phones, and other technological advances. These factors contribute significantly to high rates of professional burnout, with physicians increasingly struggling to meet the demands on their time. Interestingly, there is a noticeable gap in medical literature addressing how physicians can enhance their time management skills (TM). While other professions such as business, industry, and law recognize the importance of time management training, there are limited opportunities for current TM training seminars tailored specifically for physicians. [23].

According to the World Health Organization, the global standard nurse-patient ratio is generally 1:15. In Bangladesh, while exact statistics are lacking, some studies indicate that nurse-patient ratios in most public hospitals are typically more than 1:80-100, compared to 1:35 in 2005. In contrast, the International Council of Nurses recommends different ratios: 1:1 in operating rooms, 1:2 in intensive care, critical care, neonatal intensive care units, post-anesthesia recovery, and labor and delivery, 1:4 in antepartum, postpartum, pediatric care, emergency rooms, and other specialty care units, and 1:5 in general medical-surgical units. This means that nurses in Bangladesh often have to care for nearly double the number of patients compared to global standards. This disparity negatively impacts both the quality of patient care and the physical and emotional well-being of nurses. Effective time management skills for nurses are crucial to address this acute crisis. [24].

Furthermore, time management is susceptible to various influences. Internal factors, such as motivation and concentration, can play a significant role, alongside external factors like heavy workloads, inadequate planning by nurses, and inefficient organizational practices. The consequences of ineffective time management can be profound for nurses, their clients, colleagues, families, and the organization as a whole. Consequently, poor time management may result in employee fatigue, stress, reduced morale, decreased productivity, and increased susceptibility to illness. [24].

Research conducted in Egypt on a time management program revealed that 45% of the head nurses studied demonstrated effective time management practices in their workplace, impacting

their job performance and performance evaluations. Similarly, a study conducted in Nigerian hospitals found that 51% of employees practiced effective time management. In Ethiopia, research on Dire-Dawa University students showed that only 34% practiced effective time management. There is a prevalent absence of a time management culture in many societies, particularly in developing countries like those in Africa, which can have adverse effects on both organizations and employees. Many individuals perceive themselves as overwhelmed with tasks and insufficient time, often attributing unmet goals, poor performance, and low productivity to time constraints. [25].

Several factors are known to influence poor time management practices. Key among these are methodological aspects of effective time management, personal traits like punctuality and time wasting behaviors, and administrative and organizational barriers such as company policies, lack of incentives, and performance evaluations. These factors significantly impact how employees manage their time. Additionally, variables like education level, age, marital status, and gender also play roles in shaping time management behaviors. Despite widespread adoption of time management practices in organizations, there remains a noticeable gap in achieving productivity and enhancing employee performance. [25].

Time presents a significant challenge in today's healthcare landscape. Balancing priorities such as quality of care, safety, standardization, and efficiency must be achieved despite rising patient numbers and shorter hospital stays. Nurses frequently find themselves navigating a relentless cycle of performing increasingly complex tasks under time constraints. Adding to the complexity of their roles are the numerous critical decisions they must make within these constraints. Research conducted in a medical admissions unit revealed that nurses may encounter up to 50 significant clinical decisions during a single 8-hour shift. Similar studies have observed comparable patterns of clinical judgments and decision-making within defined time frames. [26].

Accelerated information processing emerges as a natural response to time constraints when executing a desired strategy. In addition, novice nurses highlight peer pressure as an indirect factor contributing to time constraints. Specifically, they experience pressure to ensure that no tasks remain unfinished for incoming nurses starting the next shift. This self-imposed time pressure is prevalent in healthcare, particularly among new nurses striving to avoid appearing

incapable of completing their duties thoroughly. The prioritization of "must-do" tasks over "should-do" tasks leads nurses to react rather than proactively make decisions. Nurses note that performance pressure, workload, technological challenges, and systemic issues create barriers that hinder their ability to deliver compassionate care. [26].

Ellie Mein, a medico-legal adviser at the Medical Defense Union, emphasizes, "While time management cannot magically extend the hours in a day or reduce your workload, it can significantly enhance your sense of control and reduce stress levels. Effective time management also plays a crucial role in achieving personal and professional goals, ensuring ample time for meaningful communication with patients and colleagues, as well as for handling administrative duties. “In contexts of heavy workloads, proficient time management becomes pivotal for clinician wellbeing and patient safety. Research conducted jointly by the University of Manchester and Keele University highlighted that burnout correlates with increased risks of unsafe care and unprofessional conduct, such as deviations from treatment protocols and subpar communication quality. The study further underscored that patient satisfaction tends to decrease when doctors experience physical, emotional, and mental exhaustion." [27].

"Effective time managers begin their day by prioritizing tasks and estimating the time required for each. Creating a list and arranging tasks by urgency can be beneficial. While handling everything independently might seem faster, delegating tasks appropriately can enhance efficiency. It's important to avoid getting sidetracked by non-urgent matters and stay focused on priorities. If a task feels overwhelming, breaking it down into smaller, manageable parts can make it more approachable. It's also important to understand that being a supportive team member doesn't mean always saying yes. Setting polite yet clear boundaries can protect your time and allow you to concentrate on urgent tasks that require your personal attention." [27].

One of the biggest time management challenges in healthcare is dealing with interruptions and distractions, which can disrupt the flow of work and reduce productivity and quality. Interruptions can come from various sources, such as phone calls, emails, messages, colleagues, patients, visitors, or equipment. Distractions can also arise from internal factors, such as stress, fatigue, or boredom. To minimize the impact of these disruptions, it is important to plan your tasks ahead and allocate time for each one based on urgency and importance. [28].

A fourth common time management challenge in healthcare is practicing mindfulness and prioritization, which can help you improve your focus, efficiency, and effectiveness. Mindfulness involves being aware and present in the moment, and paying attention to your thoughts, feelings, and actions. On the other hand, prioritization is deciding and acting on what matters most, and allocating your time and resources accordingly. To practice these two skills, you can start your day with a clear and realistic plan and review your progress at the end of it additionally; you can use techniques such as meditation, visualization or mnemonics to enhance your concentration and memory. Additionally, it's important to monitor and control your emotions and impulses, avoid procrastination or perfectionism, recognize your strengths and accomplishments as well as address weaknesses and challenges. Finally, seek feedback and improvement while learning from mistakes and successes [(28).]

According to Mohammad QtaitRN, MSN. Seyyan alarab RN, MSN (2018), this study critically examines the research literature relating to the obstacles time management and definition of time management. Time management is a skill and behaviors that become an aspect of one's individual and professional life; it is the key to increase the productivity of nursing, but also helps to copy tension more efficiently. During the last years, there has been growing recognition of the status of time in today's global and fast growing society, and increasing in technology. These reviews contain 27 empirical studies and book on time management conducted between 2000 and 2018, by research in google. Findings: thorough search for the existing literature revealed a lack of study related to obstacles of time management, and discuss the concept obstacles of time management in nursing work and concern the obstacles of time management techniques. This review offers an overview of research on time management and obstacles of time management. The reviewed research displays many limitations as. First, time management has been defined and operationalized in a different of ways. Some instruments were not trustworthy or valid, which could account for unstable findings. Second, very little attention was given to nursing and health field. There is a need for more accurate research into the obstacles of time management in nursing and health professional [(29).]

Time management is rapidly becoming a crucial zone of concern in individual's life as well as in university life. Many factors act as obstacles to students for getting a high GPA during their university tenure; one of these factors is effective time management which is valuable to students. They should have time management skills to be able to successfully organize and

achieve their goals and objectives; especially medical sciences' students who have huge curriculums. It may be hard for some of them to manage their study and leisure time which may lead to stress; this augments the importance of time management skills for them. There seem to be dearth of evidence on time management skills, academic performance and perceived academic satisfaction among Saudi medical students. Thus investigating time management habits and its related factors could be targeted by faculty members in developing strategies to improve student time management skills and therefore increase learning capacities and improve academic performance [30].

It seems that there is never enough time in the day. But, since we all get the same 24 hours, why is it that some people achieve so much more with their time than others? The answer lies in good time management. The highest achievers manage their time exceptionally well. By using the time-management techniques in this section, you can improve your ability to function more effectively – even when time is tight and pressures are high. Good time management requires an important shift in focus from activities to results: being busy is not the same as being effective. Spending your day in a frenzy of activity often achieves less, because you are dividing your attention between so many different tasks. Good time management lets you work smarter – not harder – so you get more done in less time. [31].

The study was conducted to find out how to make better decisions in critical situations and helps to reduce the stress faced by the employer and employee by giving shifts to them. This study was undertaken to analyze how the hospital can achieve higher work quality and accomplish more with less effort. The study can analyze how to create discipline by following the rules and policies. The present study will help in better utilization of time. [31].

Time is an important resource everyone possesses equally, yet individuals may fail to utilize the time properly as they lack of some skills for time management. In academic life, empirical evidence revealed that academic achievement was associated with effective time management. Being college students can be a stressful experience for many nursing students. Heavy clinical and academic workloads and many assignments and deadlines can be overwhelming for students. The effective time-management skills are essential characteristics for nursing students to improve their academic performance and achievements. Time management for students was defined as "clusters of behavioral skills that are important in the organization of study and course

load." These behavioral skills may include the ability for goals setting, priorities tasks, and using mechanism of time management and being organized and oriented about using time [32].

A well-documented research showed a positive association between time management skills and academic performance among students. An interventional study conducted by Karim and Kandy (2011) revealed that those students who received time management training session showed improved academic performance and higher achievement compared with those who did not received any training to improve their time management skills. Despite the evidence on the positive influence of time management in students' academic performance, few studies revealed that there was not significant correlation [32].

In today's fast-paced healthcare environment, time management is more important than ever for healthcare professionals. By utilizing technology tools, healthcare professionals can streamline their workflow, improve efficiency, and save valuable time. One such platform that offers comprehensive solutions is Care Cloud. Care Cloud provides practice management and electronic health records (EHR) systems that are specifically designed to optimize healthcare practices. With these tools, healthcare professionals can significantly reduce administrative paperwork, improve organization, and enhance patient care. The practice management system offered by Care Cloud automates various administrative tasks, such as appointment scheduling, billing, and insurance verification. By automating these time-consuming processes, healthcare professionals can allocate more time to direct patient care. [33].

As a medical professional, time management is crucial to ensure that you provide the best possible care for your patients while also juggling numerous responsibilities and tasks. Efficiently managing your time in the hospital can lead to improved patient outcomes, reduced stress levels, and increased job satisfaction. One of the primary reasons why time management is essential in the hospital setting is the fast-paced nature of the healthcare industry. Every minute counts when it comes to saving lives and providing timely interventions. Additionally, effective time management allows medical professionals to handle the multitude of tasks they face on a daily basis, such as patient consultations, paperwork, and attending meetings and conferences [34].

When medical professionals manage their time efficiently, they can dedicate more attention to their patients, leading to improved patient outcomes and satisfaction. Furthermore, by optimizing

their workflow, medical professionals can reduce stress levels and achieve a better work-life balance, ultimately enhancing their overall job satisfaction.

By adopting the time management strategies outlined in this guide, medical professionals can navigate the demands of the hospital setting with ease, providing exceptional care and achieving personal and professional success [(34).]

While time management is crucial in all professions, healthcare professionals face unique challenges when it comes to managing their time effectively. The unpredictability, fast pace, and demanding nature of healthcare can make it difficult to follow a predetermined schedule. Additionally, healthcare professionals often find themselves juggling multiple responsibilities, all within a limited timeframe. Another challenge healthcare professional's face is the tendency to prioritize patient care over their own personal needs. They may neglect self-care activities, such as eating properly or getting enough rest, in order to care for their patients. While this level of dedication is admirable, it can lead to burnout and decreased productivity in the long run [(35).]

Implementing effective time management skills can help healthcare professionals overcome the challenges they face and streamline their day. Here are some strategies that can make a significant difference:

- Prioritize tasks: Make a to-do list and identify the most important tasks that need to be completed. Rank them in order of urgency and importance. By focusing on high-priority tasks first, you can ensure that critical needs are met.
- Use time-blocking: Allocate specific time blocks for different activities throughout the day. For example, set aside dedicated time for patient consultations, paperwork, meetings, and personal breaks.
- Delegate when necessary: Recognize that you cannot do everything on your own. Delegate tasks that can be handled by others, such as administrative work or certain patient follow-ups. This allows you to focus on tasks that require your expertise and attention [(35).]

In the healthcare industry, time management is crucially important because you're dealing with people's well-being. Emergencies can happen, and you have to be able to pivot as things come up while not losing sight of the other clerical and clinical tasks that still need to get done. Using

time efficiently is key not only to keeping a medical office running smoothly, but also to boosting patient satisfaction. Sticking to the appointment schedule and keeping wait times to a minimum (or at least providing updates when emergencies or delays happen) makes for happier, less-stressed patients. Managing your time well can also lower your own stress and help you gain a sense of control. When you have a plan and a strategy for accomplishing your goals, you're less likely to become frazzled and forgetful—and less likely to make careless mistakes that impact patients and providers [36].

Mackenzie (1954) introduced a concept for time management training that remains in use today. These training programs aim to provide insight into activities that consume time, alter time expenditure, and enhance the efficiency of the workday. They achieve this by teaching individuals how to create daily plans, prioritize tasks, and manage unexpected interruptions. Initially designed for managers, these books, articles, and training programs are now accessible to everyone. Lakein (1973) defines time management as the application of specific techniques, such as creating 'to-do' lists or planning activities, and participating in training to learn how to effectively implement and use these techniques. In a broader sense, time management encompasses these strategies and practices. [37]

Time management involves completing tasks within a planned timeframe, thereby enhancing professional performance through careful analysis and planning. However, merely knowing how to use time is insufficient to fully grasp and apply time management principles. To utilize time wisely, it is essential to anticipate potential problems and understand their causes. Consequently, individuals who manage their time effectively can improve their efficiency and achieve success, as time management demands personal skills and determination. As humanity evolves, various sectors undergo rapid renewal, with the health sector experiencing frequent changes and innovations. The healthcare needs of individuals are increasingly diverse and must be addressed promptly and efficiently. Time management is thus critically important for healthcare workers, particularly nurses. Nurses are tasked with performing multiple functions within a limited timeframe, driven by the variety and severity of patients' needs, the urgency of care, the necessity to deliver error-free care, and the challenges posed by shortages of medical supplies and human resources. [38]

Many countries, including developing nations in Africa, experience a pervasive lack of time management culture among health professionals. This deficiency can negatively impact both organizations and individuals. Many people feel overwhelmed with too many tasks and insufficient time, often attributing their unmet goals, low productivity, and poor performance to this time deficit. Although every organization has implemented time management practices, there remains a significant gap in achieving optimal productivity and enhanced employee performance. Consequently, numerous studies have been conducted globally, including in parts of Ethiopia, to evaluate time management practices and the factors influencing them among health professionals. [39]

# METHODOLOGY:-

## 1. Study Design

This study utilized a mixed-methods approach, descriptive cross-sectional study incorporating both quantitative and qualitative data to gain a comprehensive understanding of time management practices among healthcare professionals. This design allowed for the collection of data at a single point in time, providing a snapshot of the current situation regarding Time Management.

The study was conducted in the Indian healthcare setup, over the course of one year. This setting provided a large and diverse workforce, extensive patient care activities, and the availability of various departments, specialties and representative sample of healthcare workers, encompassing various job roles and responsibilities, which was essential for a comprehensive analysis on Time Management.

Sample selection is covered extensively, explaining the criteria and processes used to identify and recruit participants, highlighting the importance of representative sampling for achieving accurate and generalizable results. Data collection methods are described in detail, providing insights into the tools and instruments used to gather information from the target population, including a discussion of the online questionnaire design, its distribution, and the measures taken to ensure data quality and reliability. Also addresses the data analysis procedures, outlining the statistical techniques and software utilized to process and interprets the collected data. This section highlights the steps taken to ensure a rigorous and unbiased analysis, leading to valid and reliable conclusions about the demographic under study.

**Study Duration:**

The study will take a year to complete, with four phases: preparatory work and instrument creation (2-4 months); survey data collection (2-3 months); data analysis (1-2 months), including sentiment analysis; report writing and distribution of results (3-4 months). This schedule makes it possible to complete each step thoroughly while preserving the information's relevance in the constantly evolving social media and healthcare settings.

**Quantitative Component:**

- **Design:** Descriptive cross-sectional study
- **Sample Size:** 255 healthcare Workers
- **Data Collection Tool:** A self-developed Questionnaire

**Qualitative Component:**

- **Design:** Interviews and direct observations
- **Data Collection Tool:** Semi-structured interview guide

**2. Place of Study**

The study was conducted in various hospitals located in Ghaziabad over a period of one year**.**

**3. Inclusion and Exclusion Criteria**

- **Inclusion Criteria:**
  - **Employment Status:** Participants must be currently employed at a healthcare set-up.
  - **Job Role:** The study included a wide range of healthcare workers, including doctors, nurses, technicians, and support staff.
  - **Work Experience:** Participants were required to have at least six months of experience at the hospital to ensure familiarity with the work environment.
  - **Age:** Participants aged 18 to 60 years were eligible for the study.
  - **Willingness to Participate:** Participants had to provide informed consent indicating their willingness in the study.

- **Exclusion Criteria:**
  - Non-healthcare staff
  - Part-time workers
  - Patients
  - Those on leave during the study period
  - Age below 18 or above 60 years
  - Individuals who refused to participate

## 5. Methodology:

The study employed a meticulous mixed-methods approach combined with a descriptive cross-sectional study design to explore and analyze time management practices among healthcare professionals. The data collection phase involved the systematic deployment of a rigorously developed questionnaire. This questionnaire was specifically tailored to gather detailed information on various facets of time management within a healthcare setting. The data collection process was meticulously executed, ensuring ethical standards were upheld throughout.

**Data Collection:**

- Data were collected using a structured questionnaire developed specifically for this study.
- The questionnaire was distributed to healthcare workers. The questionnaire was filled out ethically by participants and collected by the researcher.
- Interviews and direct observations were conducted to complement survey data.
- The data collection process was executed with rigorous adherence to ethical standards. Healthcare workers were approached and invited to participate in the study. They were provided with the questionnaire and given clear instructions on how to complete it. The importance of providing honest and accurate responses was emphasized to ensure the reliability and validity of the data collected.
- Respondents were given adequate time to complete the questionnaire at their convenience. Once completed, the questionnaires were then collected and all replies were carefully entered into an Excel file and analyzed by the researcher. This process was meticulously planned and executed to ensure maximum response rate and data quality.
- To ensure a high response rate, the questionnaire was converted into the google forms, reminders were sent, and the collection was done in coordination with the department heads to facilitate participation.
- Ensuring Data Quality and Reliability: To ensure the accuracy and dependability of the collected data, participants were asked to provide honest and detailed responses. The questionnaire began with instructions emphasizing the need to give honest and

comprehensive answers. The questionnaire was also designed to be user-friendly and available on a variety of devices, allowing for easy answer.

- Automated Data Capture: The web-based questionnaire platform was set up to automatically record and arrange replies in real-time, reducing the possibility of data entering errors.
- Data Accuracy Checks: To ensure the accuracy and dependability of the collected data, participants were as Preliminary checks were carried out to ensure that all participant data was accurately recorded. Any incomplete or inconsistent responses were detected and corrected accordingly.
- Secure Data Storage: The compiled data was kept in an encrypted, access-controlled environment. Only authorized members of the research team had access to the dataset, which ensured the confidentiality and integrity of participant data.

➢ **Data Protection**

In order to guarantee the highest level of data protection, the following steps will be taken:

- **Encryption for Data Storage and Transmission:** All data gathered during the study will be encrypted both during storage and transmission using advanced encryption standards (AES) to prevent unauthorized access and security breaches. Encryption keys will be securely managed and accessible only to authorized members of the research team.
- **Anonymity of Responses:** To protect participant anonymity, all identifiable information will be removed from the responses. Each participant will be given a unique identifier that cannot be linked back to them. Personal details like names and contact information will be stored separately from response data and solely used for managing participant communication and consent.
- **Secure Data Storage:** All data collected will be stored in a secure, access-controlled setting. Digital data will be saved on encrypted servers with multi-factor authentication. Data access will be restricted to research team members directly involved in the study, with access granted based on the principle of least privilege.

## Questionnaire Development:

## Development Process:

The cornerstone of this research was the development of a comprehensive questionnaire. The creation of this tool was predicated on an extensive review of the existing literature on time management practices among healthcare professionals. The aim was to ensure that the questionnaire was robust, relevant, and capable of capturing the multifaceted nature of time management in a healthcare environment. The development process involved several critical stages, including literature review, expert consultation, pilot testing, and validation.

To achieve this, the researcher identified key dimensions of time management from the literature, which included prioritization, workload management, scheduling, delegation, time-wasting activities, planning, and overall job satisfaction. These dimensions were critical in shaping the content of the questionnaire, ensuring it was comprehensive and addressed all relevant aspects of time management.

1. **Literature Review:** The questionnaire was developed after an extensive review of existing literature on time management among healthcare professionals, considering physical, mental, and social health aspects. Sources included peer-reviewed journals, books, and previous research studies on time management in healthcare settings.
2. **Expert Consultation:** Following the literature review, a panel of experts, including specialists, HR department experts, experienced healthcare workers, were consulted. The panel provided valuable input on the relevance, clarity, comprehensiveness the and representativeness of the questions. Their feedback was instrumental in refining the questionnaire items to ensure they accurately captured the constructs of interest. They reviewed each and every question thoroughly and gave suggestions for improvement. As a result of this procedure 3 questions were eliminated due to the lack in relevance and representativeness and then improvements were made in the questionnaire.
3. **Content Validation:** The questionnaire underwent a content validation process to ensure it covered all relevant aspects of Time Management. The expert panel reviewed the revised questionnaire and provided further suggestions for improvement. This iterative process of feedback and refinement continued until the questionnaire was deemed comprehensive and clear.

4. **Translation:** Recognizing the diverse linguistic landscape of the study's setting, the questionnaire was translated into Hindi, making it bilingual. This translation process was carried out with utmost precision to maintain the integrity and clarity of the questions. Both the English and Hindi versions of the questionnaire were then reviewed and refined to ensure they were culturally appropriate and easily understood by the respondents.
5. **Response Format:** A Likert scale was used to capture responses, allowing participants to indicate the frequency or intensity of their experiences. The scale range was-
   1-Strongly dissatisfied
   2-Dissatisfied
   3-Neutral
   4-Satisfied
   5-Strongly satisfied

**Correlation testing**:

Correlation testing for questionnaire validation is a crucial step in the development of reliable and valid instruments for research. It involves assessing the relationships between items within a questionnaire to determine their consistency and overall construct validity.

Purpose of Correlation Testing:

Internal Consistency: To ensure that all items on a questionnaire measure the same construct.

Construct Validity: To confirm that the questionnaire accurately measures the theoretical construct it is intended to assess.

Reliability: To verify that the questionnaire produces stable and consistent results over time.

If the p-value is less than alpha-value means level of significance i.e., $p<0.05$, then it is statistically significant.

If the calculated value is greater than tabulated/critical value then it indicates that the question is valid.

**Removed Questions after correlation testing:**

- I feel confident in my ability to manage my time effectively?
- Do you feel that you have enough time to relax and unwind each day?
- Are you satisfied with the amount of time you spend on working?

## Questionnaire Structure:

### Section A: Demographic Details

This section included questions on age, gender, job role, and years of experience, department, and educational background to characterize the sample and ensure the diversity of respondents.

### Section B: Time Management Practices

**Part 1: Prioritization:** Questions focused on how healthcare professionals prioritize tasks and manage competing demands.
**Part 2: Workload:** This part explored perceptions of workload, including task volume and perceived pressure.
**Part 3: Scheduling:** Questions addressed how professionals schedule their daily activities and manage their time effectively.
**Part 5: Time Wasters:** Questions identified common time-wasting activities and strategies to minimize them.
**Part 6: Planning:** This part examined long-term and short-term planning practices.
**Part 7: Satisfaction:** Questions measured overall satisfaction with time management and its impact on job performance and personal well-being.

## Data Sources:

- **Survey Responses:** Collected via questionnaires.
- **Staff Interviews:** The researcher conducted interviews with selected healthcare professionals to gather in-depth qualitative data. These interviews provided additional insights into the respondents' time management practices and challenges.
- **Direct Observations:** The researcher also carried out direct observations of healthcare professionals in their work environment. This observational data complemented the questionnaire responses and provided a richer understanding of the time management practices in the healthcare setting.

**5. Ethical Considerations**

- Informed consent was obtained from all participants, explaining the study's purpose, procedures, and potential risks.
- Participant anonymity and confidentiality were maintained throughout the study. Data was anonymized, and identifiers were removed before analysis.
- Ethical approval was sought and obtained from the relevant institutional review board.

**Ethical Approval:** Ethical approval for the study has been obtained from the Institutional Ethics Committee (IEC) (Lr.No.:F.NO.SU/R/2024/1344[30]) of Santosh Deemed to be University, Ghaziabad, UP before starting.

## 6. Data Analysis

The data analysis for this study was designed to explore Time Management practices among healthcare workers. Both quantitative and qualitative data were analyzed using appropriate statistical and thematic methods to provide a comprehensive understanding of the research problem.

- **Quantitative Data:** Analyzed using SPSS statistical software. Descriptive statistics (mean, median, mode, standard deviation) summarized the data. Inferential statistics (e.g., chi-square tests, t-tests) were used to explore relationships between variables and identify significant differences in time management practices among different demographic groups.

- **Qualitative Data:** Interview transcripts were stored electronically in password-protected files. Thematic analysis was conducted using qualitative data analysis software (e.g., NVivo) to manage and analyzed the data. The data collection procedure was meticulously planned and executed to ensure the reliability and validity of the collected data. By combining quantitative and qualitative methods, the study aimed to provide a comprehensive understanding of Time Management Practices among healthcare professional.

- **Data Entry:** Data was collected and entered into MS Excel 2010 for preliminary organization and storage.
- **Software:** Different statistical analyses were performed using Stata MP-17.
- **Descriptive Statistics:** Calculated for qualitative and categorical variables to summarize the data.
- **Graphical Representation:** Used to clearly present the results and understand the distribution of variables.
- **Chi-Square Test:** Applied to measure the association for categorical datasets.
- **Independent T-test/Student T-test:** Applied to measure the mean difference between two groups.
- **Correlation Analysis:** Estimated to measure the strength of the relationship between two or more quantitative variables.
- **Significance Level:** A p-value <0.05 was considered statistically significant, while a p-value >0.05 was considered statistically insignificant.

**Sample Size and Population:**

The sample size for this study was determined to be 255 healthcare workers, including doctors, nurses, paramedical, and administrative staff. This sample size was calculated based on the Time Management practices among healthcare workers. This sample size allowed for meaningful subgroup analyses and ensured that the study results would be generalizable to the broader population of healthcare workers in similar settings. Stratified random sampling was used to ensure representation from different departments and professional roles within the hospitals. The study population consisted of healthcare workers employed at various Hospitals, including doctors, nurses, administrative staff, and support personnel.

**Determining the Sample Size:** The sample size for this study was determined based on several factors, including the research objectives, the population size of healthcare workers at the Hospitals, in Ghaziabad, and the statistical methods planned for data analysis. Ensuring an adequate sample size was crucial to achieve sufficient statistical power and reliable results.

**Sample Size for Frequency in a Population**

| | |
|---|---|
| Population size(for finite population correction factor or fpc)(*N*): | 1000000 |
| Hypothesized % frequency of outcome factor in the population (*p*): | 21%+/-5 |
| Confidence limits as % of 100(absolute +/- %)(*d*): | 5% |
| Design effect (for cluster surveys-*DEFF*): | 1 |

**Sample Size(*n*) for Various Confidence Levels**

| ConfidenceLevel(%) | Sample Size |
|---|---|
| 95% | 255 |
| 80% | 109 |
| 90% | 180 |
| 97% | 313 |
| 99% | 441 |
| 99.9% | 718 |
| 99.99% | 1004 |

Equation

Sample size $n$ = $[DEFF*Np(1-p)]/ [(d^2/Z^2_{1-\alpha/2}*(N-1)+p*(1-p)]$

Results from OpenEpi, Version 3, open source calculator--SSPropor
Print from the browser with ctrl-P
or select text to copy and paste to other programs.

**Sampling Method**

A stratified random sampling technique was employed to ensure that all subgroups within the hospital's workforce were adequately represented. This method involved:

**1. Stratification:** Dividing the healthcare workers into strata based on their roles (doctors, nurses, administrative staff, and support staff).

**2. Random Sampling within Strata:** Randomly selecting participants from each stratum
Inclusion and Exclusion Criteria

To ensure the relevance and reliability of the data, specific inclusion and exclusion criteria were established:

**Recruitment Process**

Participants were recruited through internal communications at the hospital, including emails and notices in common areas. The recruitment process ensured that all eligible healthcare workers were informed about the study and allowed to participate.

**Sample Size Justification:** The sample size for the study was determined based on several factors, including the expected prevalence of effective time management practices, the desired confidence level, and the acceptable margin of error.

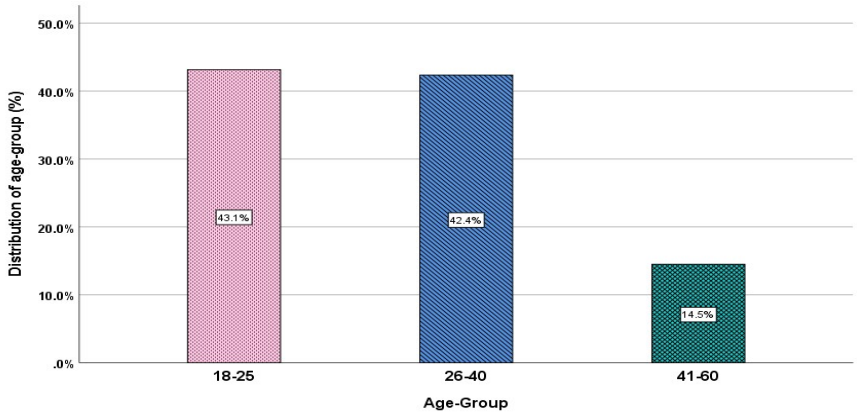
**7. Expected Outcomes**

- The study identified key time management challenges faced by healthcare professionals, such as high workload, interruptions, and lack of delegation.
- Insights into effective time management practices and areas for improvement were gained, highlighting strategies like better prioritization, efficient scheduling, and reducing time-wasting activities.
- Recommendations for training and policy interventions to enhance time management skills among healthcare workers were proposed. These included workshops on time management, implementation of time-saving technologies, and organizational changes to support better time management practices.

# Result:-

### Age Group Statistics

This report analyzes the age distribution of 255 respondents, as shown in the accompanying table and graph. The data is divided into three age groups: 18-25, 26-40, and 41-60, providing insights into the demographic composition of the survey participants.



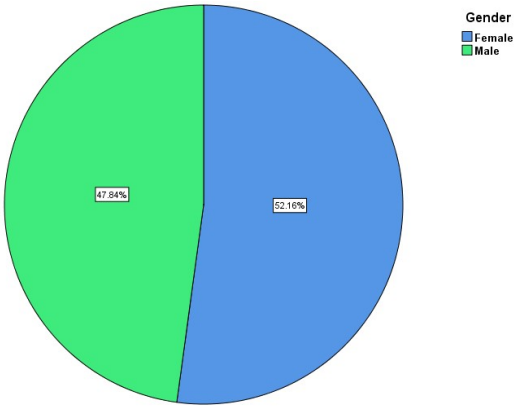

The graph shows the distribution of respondents across three age groups: 18-25, 26-40, and 41-60. The pink bar represents the 18-25 age group, which is the largest, with 43.1% of respondents. The blue bar represents the 26-40 age group, slightly lower at 42.4%. The green bar, representing the 41-60 age group, is the shortest, showing that only 14.5% of respondents fall into this category.

| AGE | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 18-25 | 110 | 43.1 | 43.1 | 43.1 |
| | 26-40 | 108 | 42.4 | 42.4 | 85.5 |
| | 41-60 | 37 | 14.5 | 14.5 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides numerical details for each age group, indicating that there are 110 respondents aged 18-25, 108 respondents aged 26-40, and 37 respondents aged 41-60, out of a total of 255 respondents. The cumulative percentages indicate that 85.5% of respondents are under 41, highlighting a younger demographic skew. This detailed breakdown helps in understanding the specific composition and potential biases in the survey data.

**Gender Distribution Analysis**

Below are the explanations for the gender distribution data as represented in the graph and table.



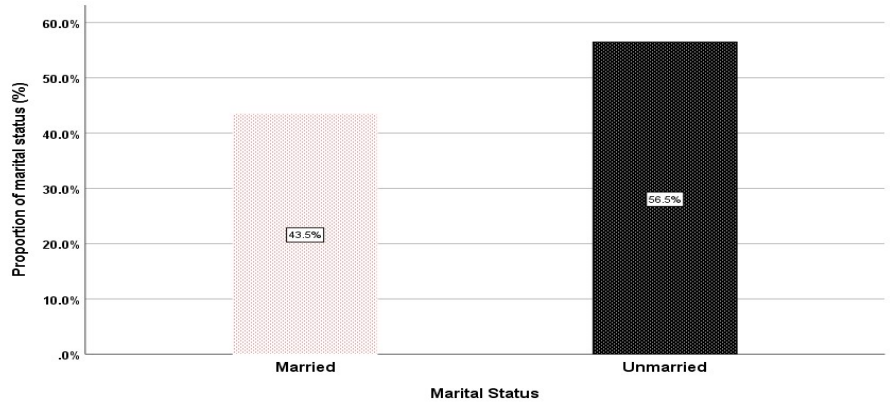

The pie chart displays the gender distribution among respondents, with 52.16% identifying as female (represented in blue) and 47.84% identifying as male (represented in green). This visual representation highlights a slight majority of female respondents over male respondents.

| GENDER | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | Female | 133 | 52.2 | 52.2 | 52.2 |
| | Male | 122 | 47.8 | 47.8 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of the gender distribution, showing that out of 255 respondents, 133 (52.2%) are female and 122 (47.8%) are male. The cumulative percentage column confirms that the total reaches 100%, indicating that there are no missing values in the gender data.

**Marital Status Distribution Analysis**

Below are the explanations for the marital status distribution data as represented in the graph and table.



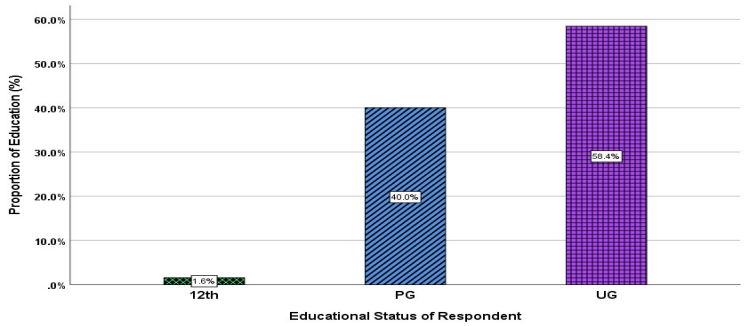

The bar chart illustrates the marital status distribution among respondents, with 43.5% identified as married (represented in light red) and 56.5% identified as unmarried (represented in black). This visual representation shows that a higher proportion of respondents are unmarried compared to those who are married.

| MARITAL STATUS | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | Married | 111 | 43.5 | 43.5 | 43.5 |
| | Unmarried | 144 | 56.5 | 56.5 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of the marital status distribution, indicating that out of 255 respondents, 111 (43.5%) are married and 144 (56.5%) are unmarried. The cumulative percentage confirms that the total reaches 100%, indicating that there are no missing values in the marital status data.

**Educational Status Distribution Analysis**

Below are the explanations for the educational status distribution data as represented in the graph and table.



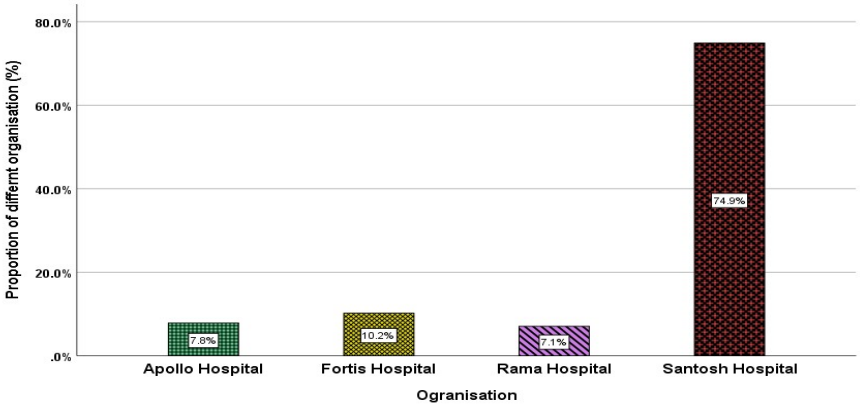
The bar chart illustrates the educational status distribution among respondents, with 1.6% having completed 12th grade (represented in green), 40.0% having a postgraduate (PG) degree (represented in blue), and 58.4% having an undergraduate (UG) degree (represented in purple). This visual representation highlights that the majority of respondents have an undergraduate degree, followed by postgraduate degree holders, with a minimal proportion having only completed 12th grade.

| QUALIFICATION | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 12th | 4 | 1.6 | 1.6 | 1.6 |
| | PG | 102 | 40.0 | 40.0 | 41.6 |
| | UG | 149 | 58.4 | 58.4 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of the educational status distribution, showing that out of 255 respondents, 4 (1.6%) have completed 12th grade, 102 (40.0%) have a postgraduate degree, and 149 (58.4%) have an undergraduate degree. The cumulative percentage confirms that the total reaches 100%, indicating that there are no missing values in the educational status data.

**Organization Name Distribution Analysis**

Below is the explanation for the organization name distribution data as represented in the graph and table.




The bar chart would illustrate the distribution of respondents from different organizations, showing that 7.8% are from Apollo Hospital, 10.2% are from Fortis Hospital, 7.1% are from Rama Hospital, and a significant majority of 74.9% are from Santosh Hospital. This visual

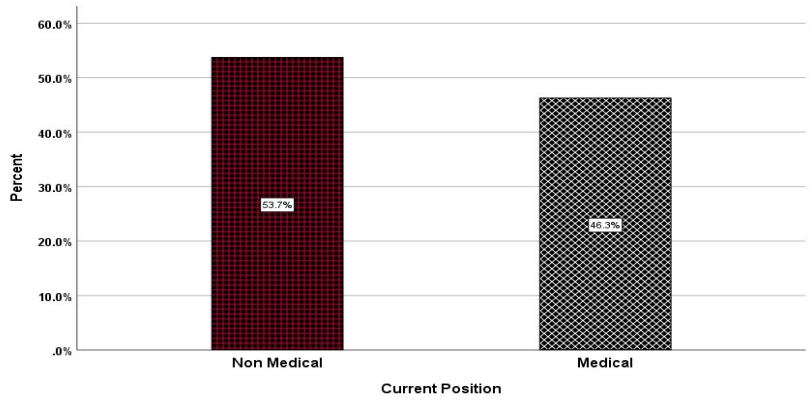
representation highlights that Santosh Hospital has the largest proportion of respondents compared to the other hospitals.

| ORGANIZATION NAME | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | Apollo Hospital | 20 | 7.8 | 7.8 | 7.8 |
| | Fortis Hospital | 26 | 10.2 | 10.2 | 18.0 |
| | Rama Hospital | 18 | 7.1 | 7.1 | 25.1 |
| | Santosh Hospital | 191 | 74.9 | 74.9 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of the organization name distribution among respondents. Out of 255 respondents, 20 (7.8%) are from Apollo Hospital, 26 (10.2%) are from Fortis Hospital, 18 (7.1%) are from Rama Hospital, and 191 (74.9%) are from Santosh Hospital. The cumulative percentage confirms that the total reaches 100%, indicating that there are no missing values in the organization name data. This data shows that the majority of respondents are from Santosh Hospital, followed by Fortis Hospital, Apollo Hospital, and Rama Hospital.

**Current Position Distribution Analysis**

Below are the explanations for the current position distribution data as represented in the graph and table.



The bar chart would illustrate the distribution of respondents' current positions, showing that 53.7% are in non-medical roles and 46.3% are in medical roles. This visual representation highlights that a slightly higher proportion of respondents are in non-medical positions compared to those in medical positions.

| CURRENT POSITION | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | Non-Medical | 137 | 53.7 | 53.7 | 53.7 |
| | Medical | 118 | 46.3 | 46.3 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of the current position distribution among respondents. Out of 255 respondents, 137 (53.7%) are in non-medical roles, while 118 (46.3%) are in medical roles. The cumulative percentage confirms that the total reaches 100%, indicating that there are no missing values in the current position data. This data shows that there is a slightly higher number of respondents in non-medical positions compared to medical positions.

**Total Work Experience Distribution Analysis**

Below is the explanation for total work experience distribution data as represented in the table.

| Total Work Experience | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1-5 Years | 142 | 55.7 | 55.7 | 55.7 |
| | 5-10 Years | 70 | 27.5 | 27.5 | 83.1 |
| | >=10 Years | 43 | 16.9 | 16.9 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of the total work experience distribution among respondents. Out of 255 respondents, 142 (55.7%) have 1-5 years of total work experience, 70 (27.5%) have 5-10 years, and 43 (16.9%) have 10 years or more. The cumulative percentage confirms that the total reaches 100%, indicating that there are no missing values in the total work

experience data. This data shows that a majority of respondents are relatively early in their careers, with fewer individuals having extensive experience.

**Work experience count Distribution Analysis**

Below is the explanation for Work experience count Distribution data as represented in the table.

| Work experience count | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 0-4 Years | 160 | 62.8 | 62.8 | 62.8 |
| | 5-9 Years | 59 | 23.2 | 23.2 | 85.9 |
| | >=9 Years | 36 | 14.3 | 14.3 | 100 |
| | Total | 255 | 100 | 100 | |

The table provides a detailed breakdown of work experience counts among respondents. Out of 255 respondents, 160 (62.8%) have 0-4 years of work experience, 59 (23.2%) have 5-9 years, and 36 (14.3%) have 9 or more years. This distribution shows that the majority of respondents are relatively early in their careers, with a significant portion having less than 5 years of experience, while fewer respondents have moderate to extensive work experience. The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data.

**Tasks and Responsibilities Distribution Analysis**

Below is the explanation for Tasks and Responsibilities Distribution data as represented in the table.

| 1tasks and responsibilities | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 67 | 26.3 | 26.3 | 26.3 |
| | 2 | 17 | 6.7 | 6.7 | 32.9 |
| | 3 | 38 | 14.9 | 14.9 | 47.8 |
| | 4 | 36 | 14.1 | 14.1 | 62.0 |
| | 5 | 97 | 38.0 | 38.0 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of responses regarding tasks and responsibilities among respondents.

**Disagree**: A total of 26.3% (67 respondents) strongly disagree and 6.7% (17 respondents) disagree, making a combined total of 33.0% who do not agree with the statements.

**Neutral**: 14.9% (38 respondents) are neutral regarding the tasks and responsibilities.

**Agree**: A total of 14.1% (36 respondents) agree and 38.0% (97 respondents) strongly agree, making a combined total of 52.1% who agree with the statements.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the responses about tasks and responsibilities. This data shows that while a substantial portion of respondents disagree with or are neutral about the tasks and responsibilities, the majority are either neutral or in agreement.

**Goals Set Per Week Distribution Analysis**

Below is the explanation for Goals Set Per Week Distribution data as represented in the table.

| 2goals for a week | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 102 | 40.0 | 40.0 | 40.0 |
| | 2 | 61 | 23.9 | 23.9 | 63.9 |
| | 3 | 30 | 11.8 | 11.8 | 75.7 |
| | 4 | 26 | 10.2 | 10.2 | 85.9 |
| | 5 | 36 | 14.1 | 14.1 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of the number of goals set per week among respondents.

**Disagree**: A total of 40.0% (102 respondents) set 1 goal per week, and 23.9% (61 respondents) set 2 goals, making a combined total of 63.9% who set fewer goals. This suggests a significant portion of respondents might be setting goals that are lower than what could be considered ideal or expected.

**Neutral**: 11.8% (30 respondents) set 3 goals per week, which can be considered a neutral amount, neither high nor low.

**Agree**: A total of 10.2% (26 respondents) set 4 goals per week, and 14.1% (36 respondents) set 5 goals, making a combined total of 24.3% who set a higher number of goals, indicating a greater level of goal-setting.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data about goals set per week. This data shows that while a majority of respondents set a lower number of goals, a smaller yet significant proportion set a higher number of goals each week.

**Finding Myself Wasting Time and Getting Back to Work Distribution Analysis**

Below is the explanation for the distribution of responses regarding finding oneself wasting time and then getting back to work, as represented in the table.

| 3find myself wasting time then get back to work | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 64 | 25.1 | 25.1 | 25.1 |
| | 2 | 33 | 12.9 | 12.9 | 38.0 |
| | 3 | 67 | 26.3 | 26.3 | 64.3 |
| | 4 | 50 | 19.6 | 19.6 | 83.9 |
| | 5 | 41 | 16.1 | 16.1 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' experiences with finding themselves wasting time and then getting back to work.

**Disagree**: A total of 25.1% (64 respondents) strongly disagree (1) and 12.9% (33 respondents) disagree (2), making a combined total of 38.0% who do not frequently find themselves wasting time. This suggests a portion of respondents feel that they do not often experience issues with wasting time and refocusing on work.

**Neutral**: 26.3% (67 respondents) are neutral (3) regarding their experience with wasting time and getting back to work, indicating neither a strong agreement nor disagreement.

**Agree**: A total of 19.6% (50 respondents) agree (4) and 16.1% (41 respondents) strongly agree (5), making a combined total of 35.7% who frequently find themselves wasting time and then managing to get back to work. This indicates a significant number of respondents experience challenges with managing their time effectively.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data about time management and getting back to work. This data shows that while a portion of respondents do not frequently face issues with wasting time, a substantial number find this to be a recurring challenge.

**Prioritize Your Tasks Distribution Analysis**

Below is the explanation for the distribution of responses regarding prioritizing tasks, as represented in the table.

| 4prioritize your tasks | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 57 | 22.4 | 22.4 | 22.4 |
| | 2 | 44 | 17.3 | 17.3 | 39.6 |
| | 3 | 31 | 12.2 | 12.2 | 51.8 |
| | 4 | 59 | 23.1 | 23.1 | 74.9 |
| | 5 | 64 | 25.1 | 25.1 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' ability to prioritize their tasks.

**Disagree**: A total of 22.4% (57 respondents) strongly disagree (1) and 17.3% (44 respondents) disagree (2), making a combined total of 39.6% who find it challenging to prioritize their tasks effectively. This suggests that a significant portion of respondents may struggle with task prioritization.

**Neutral**: 12.2% (31 respondents) are neutral (3) regarding their ability to prioritize tasks, indicating neither a strong agreement nor disagreement with the statement.

**Agree**: A total of 23.1% (59 respondents) agree (4) and 25.1% (64 respondents) strongly agree (5), making a combined total of 48.2% who are effective in prioritizing their tasks. This indicates that nearly half of the respondents are confident in their task prioritization abilities.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data about prioritizing tasks. This data shows that while a significant portion of respondents find it difficult to prioritize tasks, a substantial number are confident in their ability to do so.

**Focus on Tasks without Getting Distracted Distribution Analysis**

Below is the explanation for the distribution of responses regarding the ability to focus on tasks without getting distracted, as represented in the table.

| 5focus on tasks without getting distracted | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 44 | 17.3 | 17.3 | 17.3 |
| | 2 | 42 | 16.5 | 16.5 | 33.7 |
| | 3 | 53 | 20.8 | 20.8 | 54.5 |
| | 4 | 48 | 18.8 | 18.8 | 73.3 |
| | 5 | 68 | 26.7 | 26.7 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' ability to focus on tasks without getting distracted.

**Disagree**: A total of 17.3% (44 respondents) strongly disagree (1) and 16.5% (42 respondents) disagree (2), making a combined total of 33.7% who find it challenging to focus on tasks without getting distracted. This indicates that a significant portion of respondents struggle with maintaining focuses.

**Neutral**: 20.8% (53 respondents) are neutral (3) regarding their ability to stay focused, suggesting neither a strong agreement nor disagreement with the statement.

**Agree**: A total of 18.8% (48 respondents) agree (4) and 26.7% (68 respondents) strongly agree (5), making a combined total of 45.5% who are effective in focusing on tasks without getting distracted. This shows that nearly half of the respondents are confident in their ability to maintain focus.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data about focus and distraction. This data shows that while a substantial

portion of respondents face challenges with staying focused, a significant number are successful in managing distractions.

**Time Management Is a Priority Distribution Analysis**

Below is the explanation for the distribution of responses regarding whether time management is considered a priority, as represented in the table.

| 6time management is a priority | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 51 | 20.0 | 20.0 | 20.0 |
| | 2 | 48 | 18.8 | 18.8 | 38.8 |
| | 3 | 34 | 13.3 | 13.3 | 52.2 |
| | 4 | 45 | 17.6 | 17.6 | 69.8 |
| | 5 | 77 | 30.2 | 30.2 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' views on whether time management is a priority.

**Disagree**: A combined total of 38.8% (20.0% who strongly disagree and 18.8% who disagree) do not consider time management a priority. This indicates that a significant portion of respondents do not view time management as crucial in their work.

**Neutral**: 13.3% (34 respondents) are neutral, meaning they neither strongly agree nor disagree about the priority of time management.

**Agree**: A combined total of 47.7% (17.6% who agree and 30.2% who strongly agree) believe that time management is a priority. This shows that nearly half of the respondents place a high value on time management.

The cumulative percentages confirm that the total adds up to 100%, indicating no missing values in the data. This breakdown highlights that while almost half of the respondents view time management as a priority, there is a significant portion who either disagrees or is neutral about its importance.

**Improving Time Management Enhances Patient Care Distribution Analysis**

Below is the explanation for the distribution of responses regarding whether improving time management enhances patient care, as represented in the table.

| 7improving time management enhance patient care | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 50 | 19.6 | 19.6 | 19.6 |
| | 2 | 36 | 14.1 | 14.1 | 33.7 |
| | 3 | 42 | 16.5 | 16.5 | 50.2 |
| | 4 | 44 | 17.3 | 17.3 | 67.5 |
| | 5 | 83 | 32.5 | 32.5 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' views on the impact of time management on patient care.

**Disagree**: A combined total of 33.7% (19.6% who strongly disagree and 14.1% who disagree) do not believe that improving time management enhances patient care. This suggests that a portion of respondents do not see a direct link between better time management and improvements in patient care.

**Neutral**: 16.5% (42 respondents) are neutral, meaning they neither strongly agree nor disagree about the relationship between time management and patient care.

**Agree**: A combined total of 49.8% (17.3% who agree and 32.5% who strongly agree) believe that improving time management does enhance patient care. This indicates that nearly half of the respondents recognize a positive correlation between effective time management and patient care quality.

The cumulative percentages confirm that the total adds up to 100%, indicating no missing values in the data. This breakdown shows that while a significant number of respondents see the value of improving time management for patient care, there is also a notable portion that either disagree or is uncertain about its impact.

**Feel Overworked Distribution Analysis**

Below is the explanation for the distribution of responses regarding whether respondents feel overworked, as represented in the table.

| 1feel overworked | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 54 | 21.2 | 21.2 | 21.2 |
| | 2 | 63 | 24.7 | 24.7 | 45.9 |
| | 3 | 66 | 25.9 | 25.9 | 71.8 |
| | 4 | 47 | 18.4 | 18.4 | 90.2 |
| | 5 | 25 | 9.8 | 9.8 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' feelings about being overworked.

**Disagree**: A combined total of 45.9% (21.2% who strongly disagree and 24.7% who disagree) do not feel overworked. This suggests that nearly half of the respondents do not experience significant stress or pressure from their workload.

**Neutral**: 25.9% (66 respondents) are neutral, indicating that they neither feel strongly overworked nor feel that they are not overworked. They may be ambivalent or unsure about their workload pressures.

**Agree**: A combined total of 28.2% (18.4% who agree and 9.8% who strongly agree) feel overworked. This shows that a significant portion of respondents experience a high level of stress or pressure related to their workload.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data illustrates that while a substantial number of respondents do not feel overworked, a notable proportion does experience feelings of being overwhelmed by their workload.

**Stress or Anxiety about Performing Tasks Distribution Analysis**

Below is the explanation for the distribution of responses regarding stress or anxiety about performing tasks, as represented in the table.

| 2stress or anxiety about performing tasks | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 72 | 28.2 | 28.2 | 28.2 |
| | 2 | 70 | 27.5 | 27.5 | 55.7 |
| | 3 | 52 | 20.4 | 20.4 | 76.1 |
| | 4 | 37 | 14.5 | 14.5 | 90.6 |
| | 5 | 24 | 9.4 | 9.4 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' stress or anxiety related to task performance.

**Disagree**: A combined total of 55.7% (28.2% who strongly disagree and 27.5% who disagree) do not experience significant stress or anxiety about performing tasks. This suggests that more than half of the respondents feel relatively confident or unaffected by task-related stress.

**Neutral**: 20.4% (52 respondents) are neutral, indicating neither strong feelings of stress nor a lack of concern. They may experience some level of stress but do not feel strongly about it.

**Agree**: A combined total of 23.9% (14.5% who agree and 9.4% who strongly agree) experience stress or anxiety about performing tasks. This shows that a smaller but significant portion of respondents struggle with task-related stress.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data illustrates that while the majority of respondents do not feel significant stress or anxiety, a notable proportion do experience these feelings in relation to their tasks.

**Sacrifice Your Social Activities Distribution Analysis**

Below is the explanation for the distribution of responses regarding the sacrifice of social activities, as represented in the table.

| 3sacrifice your social activities | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 78 | 30.6 | 30.6 | 30.6 |
| | 2 | 57 | 22.4 | 22.4 | 52.9 |
| | 3 | 37 | 14.5 | 14.5 | 67.5 |
| | 4 | 40 | 15.7 | 15.7 | 83.1 |
| | 5 | 43 | 16.9 | 16.9 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' experiences with sacrificing social activities.

**Disagree**: A combined total of 53.0% (30.6% who strongly disagree and 22.4% who disagree) do not feel they sacrifice social activities. This suggests that a majority of respondents manage to maintain their social life despite their work demands.

**Neutral**: 14.5% (37 respondents) are neutral, indicating that they neither strongly agree nor disagree about sacrificing social activities. They may experience some level of impact but are not particularly affected.

**Agree**: A combined total of 32.6% (15.7% who agree and 16.9% who strongly agree) feel that they sacrifice social activities due to their work. This shows that a significant portion of respondents feels their social life is impacted by their professional responsibilities.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data illustrates that while a majority of respondents do not feel they sacrifice social activities, a significant number do feel their social lives are affected by their work.

**Lot of Pending Work Distribution Analysis**

Below is the explanation for the distribution of responses regarding the amount of pending work, as represented in the table.

| 4lot of your pending work | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 98 | 38.4 | 38.4 | 38.4 |
| | 2 | 70 | 27.5 | 27.5 | 65.9 |
| | 3 | 33 | 12.9 | 12.9 | 78.8 |
| | 4 | 27 | 10.6 | 10.6 | 89.4 |
| | 5 | 27 | 10.6 | 10.6 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' views on having a lot of pending work.

- **Disagree**: A combined total of 65.9% (38.4% who strongly disagree and 27.5% who disagree) do not feel overwhelmed by pending work. This indicates that a majority of respondents either manage their workload effectively or do not experience a significant backlog.
- **Neutral**: 12.9% (33 respondents) are neutral, suggesting that they neither strongly agree nor disagree about having a lot of pending work. They might experience some backlog but do not have strong feelings about it.
- **Agree**: A combined total of 21.2% (10.6% who agree and 10.6% who strongly agree) feel that they have a lot of pending work. This shows that a smaller proportion of respondents struggle with a significant backlog of tasks.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data highlights that while most respondents do not feel overwhelmed by pending work, a notable proportion does struggle with managing a backlog.

**How to Manage Your Work Distribution Analysis**

Below is the explanation for the distribution of responses regarding the management of work, as represented in the table.

| 5how to manage your work | | | | |
|---|---|---|---|---|
| | Frequenc | Percent | Valid | Cumulative |

| | | y | | Percent | Percent |
|---|---|---|---|---|---|
| Valid | 1 | 52 | 20.4 | 20.4 | 20.4 |
| | 2 | 55 | 21.6 | 21.6 | 42.0 |
| | 3 | 49 | 19.2 | 19.2 | 61.2 |
| | 4 | 38 | 14.9 | 14.9 | 76.1 |
| | 5 | 61 | 23.9 | 23.9 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' views on how well they manage their work.

**Disagree**: A combined total of 42.0% (20.4% who strongly disagree and 21.6% who disagree) feel they are not managing their work effectively. This suggests that nearly half of the respondents may struggle with effective work management.

**Neutral**: 19.2% (49 respondents) are neutral, indicating that they neither strongly agree nor disagree about their ability to manage work. They may have mixed feelings or experience occasional difficulties.

**Agree**: A combined total of 39.4% (14.9% who agree and 23.9% who strongly agree) feel that they manage their work well. This indicates that a significant portion of respondents are confident in their ability to handle their workload effectively.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data shows that while a considerable portion of respondents feel they manage their work well, a substantial number also feel they need improvement in this area.

**Deadlines for Your Tasks Distribution Analysis**

Below is the explanation for the distribution of responses regarding meeting deadlines for tasks, as represented in the table.

| 1deadlines for your tasks | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 118 | 46.3 | 46.3 | 46.3 |
| | 2 | 41 | 16.1 | 16.1 | 62.4 |

| | | | | | |
|---|---|---|---|---|---|
| | 3 | 40 | 15.7 | 15.7 | 78.0 |
| | 4 | 29 | 11.4 | 11.4 | 89.4 |
| | 5 | 27 | 10.6 | 10.6 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' views on meeting deadlines for their tasks.

**Disagree**: A combined total of 62.4% (46.3% who strongly disagree and 16.1% who disagree) feel they do not consistently meet deadlines. This suggests that a significant proportion of respondents may struggle with time management related to deadlines.

**Neutral**: 15.7% (40 respondents) are neutral, indicating neither strong agreement nor disagreement about meeting deadlines. They may experience occasional difficulties or manage to meet deadlines without strong feelings about it.

**Agree**: A combined total of 22.0% (11.4% who agree and 10.6% who strongly agree) feel they consistently meet deadlines. This shows that a smaller portion of respondents are confident in their ability to meet deadlines reliably.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data highlights that while a majority of respondents struggle with meeting deadlines, a notable proportion are able to do so effectively.

**Work at Home or Stay Late at the Office Distribution Analysis**

Below is the explanation for the distribution of responses regarding working from home or staying late at the office, as represented in the table.

| 2work home or stay late at the office | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 75 | 29.4 | 29.4 | 29.4 |
| | 2 | 50 | 19.6 | 19.6 | 49.0 |
| | 3 | 88 | 34.5 | 34.5 | 83.5 |
| | 4 | 26 | 10.2 | 10.2 | 93.7 |
| | 5 | 16 | 6.3 | 6.3 | 100.0 |

| | | | | | |
|---|---|---|---|---|---|
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' experiences with working from home or staying late at the office.

**Disagree**: A combined total of 49.0% (29.4% who strongly disagree and 19.6% who disagree) do not frequently work from home or stay late at the office. This suggests that nearly half of the respondents either do not have the need to do so or prefer to complete their work during regular hours.

**Neutral**: 34.5% (88 respondents) are neutral, which suggests that they neither strongly agree nor disagree about working from home or staying late. They might do so occasionally or have mixed experiences.

**Agree**: A combined total of 16.5% (10.2% who agree and 6.3% who strongly agree) regularly work from home or stay late at the office. This indicates that a smaller portion of respondents frequently extend their work hours or work from home to complete tasks.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data shows that while a notable portion of respondents extend their work hours, a significant number manage their work within regular hours.

**Work Overtime Distribution Analysis**

Below is the explanation for the distribution of responses regarding working overtime, as represented in the table.

| 3work overtime | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 94 | 36.9 | 36.9 | 36.9 |
| | 2 | 42 | 16.5 | 16.5 | 53.3 |
| | 3 | 75 | 29.4 | 29.4 | 82.7 |
| | 4 | 15 | 5.9 | 5.9 | 88.6 |
| | 5 | 29 | 11.4 | 11.4 | 100.0 |

| | | | | | |
|---|---|---|---|---|---|
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' experiences with working overtime.

**Disagree**: A combined total of 53.4% (36.9% who strongly disagree and 16.5% who disagree) do not frequently work overtime. This suggests that over half of the respondents manage to complete their work within regular hours or do not find themselves needing to work extra hours.

**Neutral**: 29.4% (75 respondents) are neutral, indicating that they neither strongly agree nor disagree about working overtime. They might work extra hours occasionally or have mixed experiences.

**Agree**: A combined total of 17.3% (5.9% who agree and 11.4% who strongly agree) regularly work overtime. This indicates that a smaller proportion of respondents often find themselves needing to work beyond regular hours.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data highlights that while a smaller portion of respondents work overtime regularly, a significant number do not frequently need to do so.

**Unable to Finish Your Day's Schedule Distribution Analysis**

Below is the explanation for the distribution of responses regarding the ability to finish the day's scheduled tasks, as represented in the table.

| 4unable to finish your day's scheduled | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 97 | 38.0 | 38.0 | 38.0 |
| | 2 | 64 | 25.1 | 25.1 | 63.1 |
| | 3 | 51 | 20.0 | 20.0 | 83.1 |
| | 4 | 22 | 8.6 | 8.6 | 91.8 |
| | 5 | 21 | 8.2 | 8.2 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' experiences with completing their day's scheduled tasks.

**Disagree**: A combined total of 63.1% (38.0% who strongly disagree and 25.1% who disagree) feel that they are able to complete their day's schedule. This suggests that a majority of respondents manage their daily tasks effectively.

**Neutral**: 20.0% (51 respondents) are neutral, indicating that they neither strongly agree nor disagree about completing their day's tasks. They might have occasional challenges or be inconsistent in finishing their scheduled tasks.

**Agree**: A combined total of 16.8% (8.6% who agree and 8.2% who strongly agree) feel they often struggle to finish their day's scheduled tasks. This shows that a smaller proportion of respondents face challenges in completing their daily schedule.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data shows that while most respondents are able to finish their daily tasks, a notable portion struggle to complete their schedules.

**Balance Personal and Professional Life Distribution Analysis**

Below is the explanation for the distribution of responses regarding balancing personal and professional life, as represented in the table.

| 5balance personal and professional life | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 53 | 20.8 | 20.8 | 20.8 |
| | 2 | 51 | 20.0 | 20.0 | 40.8 |
| | 3 | 34 | 13.3 | 13.3 | 54.1 |
| | 4 | 56 | 22.0 | 22.0 | 76.1 |
| | 5 | 61 | 23.9 | 23.9 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' ability to balance their personal and professional lives.

**Disagree**: A combined total of 40.8% (20.8% who strongly disagree and 20.0% who disagree) feel that they struggle with balancing personal and professional life. This suggests that nearly half of the respondents experience difficulties in maintaining a work-life balance.

**Neutral**: 13.3% (34 respondents) are neutral, indicating that they neither strongly agree nor disagree about their work-life balance. They might have mixed experiences or feel moderately balanced.

**Agree**: A combined total of 45.9% (22.0% who agree and 23.9% who strongly agree) feel they effectively balance their personal and professional lives. This indicates that a significant portion of respondents are confident in their ability to manage both aspects of their lives effectively.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data highlights that while a notable portion of respondents feel they have a good balance, a significant number also face challenges in managing their personal and professional lives.

**Make a List of the Things That You Have to Do Distribution Analysis**

Below is the explanation for the distribution of responses regarding making a list of things to do, as represented in the table.

| 6make a list of the things that you have to do | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 103 | 40.4 | 40.4 | 40.4 |
| | 2 | 49 | 19.2 | 19.2 | 59.6 |
| | 3 | 55 | 21.6 | 21.6 | 81.2 |
| | 4 | 31 | 12.2 | 12.2 | 93.3 |
| | 5 | 17 | 6.7 | 6.7 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' practices related to listing tasks they need to accomplish.

**Disagree**: A combined total of 59.6% (40.4% who strongly disagree and 19.2% who disagree) do not regularly make a list of things to do. This indicates that a significant portion of respondents may not use lists as a tool for task management.

**Neutral**: 21.6% (55 respondents) are neutral, suggesting that they may occasionally use lists or do not have strong opinions about the effectiveness of listing tasks.

**Agree**: A combined total of 18.9% (12.2% who agree and 6.7% who strongly agree) regularly make lists of tasks they need to do. This shows that a smaller proportion of respondents find it beneficial to list their tasks systematically.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data shows that while many respondents do not use task lists consistently, a significant number do find value in listing their tasks.

**How to Manage Your Extra Time Distribution Analysis**

Below is the explanation for the distribution of responses regarding managing extra time, as represented in the table.

| 7how to manage your extra time | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 46 | 18.0 | 18.0 | 18.0 |
| | 2 | 67 | 26.3 | 26.3 | 44.3 |
| | 3 | 63 | 24.7 | 24.7 | 69.0 |
| | 4 | 47 | 18.4 | 18.4 | 87.5 |
| | 5 | 32 | 12.5 | 12.5 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' methods for managing their extra time.

**Disagree**: A combined total of 44.3% (18.0% who strongly disagree and 26.3% who disagree) struggle with managing their extra time effectively. This suggests that many respondents may face challenges in utilizing their extra time efficiently.

**Neutral**: 24.7% (63 respondents) are neutral, indicating that they neither strongly agree nor disagree about their ability to manage extra time. They might have mixed experiences or feel moderately effective in managing their time.

**Agree**: A combined total of 30.9% (18.4% who agree and 12.5% who strongly agree) have effective strategies for managing extra time. This indicates that a notable portion of respondents successfully manage their extra time.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data highlights that while a significant number of respondents have difficulty managing extra time, a notable portion does manage it effectively.

**How to Handle Your Overtime Working Distribution Analysis**

Below is the explanation for the distribution of responses regarding handling overtime work, as represented in the table.

| 8how to handle your overtime working | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 88 | 34.5 | 34.5 | 34.5 |
| | 2 | 28 | 11.0 | 11.0 | 45.5 |
| | 3 | 68 | 26.7 | 26.7 | 72.2 |
| | 4 | 52 | 20.4 | 20.4 | 92.5 |
| | 5 | 19 | 7.5 | 7.5 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' approaches to handling overtime work.

**Disagree**: A combined total of 45.5% (34.5% who strongly disagree and 11.0% who disagree) do not effectively handle overtime work. This suggests that a significant portion of respondents may struggle with managing extra work hours.

**Neutral**: 26.7% (68 respondents) are neutral, indicating that they neither strongly agree nor disagree about their ability to handle overtime work. They may experience varying levels of success in managing overtime.

**Agree**: A combined total of 27.9% (20.4% who agree and 7.5% who strongly agree) handle overtime work effectively. This shows that a notable portion of respondents manage their overtime work well.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data shows that while a significant number of respondents struggle with handling overtime, a notable portion manage it effectively.

**Able to Handle Unexpected Events Distribution Analysis**

Below is the explanation for the distribution of responses regarding the ability to handle unexpected events, as represented in the table.

| 9able to handle unexpected events | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 49 | 19.2 | 19.2 | 19.2 |
| | 2 | 68 | 26.7 | 26.7 | 45.9 |
| | 3 | 70 | 27.5 | 27.5 | 73.3 |
| | 4 | 47 | 18.4 | 18.4 | 91.8 |
| | 5 | 21 | 8.2 | 8.2 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' ability to manage unexpected events.

**Disagree**: A combined total of 45.9% (19.2% who strongly disagree and 26.7% who disagree) feel they struggle with handling unexpected events. This indicates that a significant portion of respondents may find it challenging to deal with unforeseen situations.

**Neutral**: 27.5% (70 respondents) are neutral, suggesting that they neither strongly agree nor disagree about their ability to handle unexpected events. They might experience varying degrees of success or have mixed opinions.

**Agree**: A combined total of 26.6% (18.4% who agree and 8.2% who strongly agree) feel capable of managing unexpected events. This shows that a smaller portion of respondents feel confident in their ability to handle surprises effectively.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data highlights that while many respondents struggle with unexpected events, a significant portion is able to handle them well.

**Leave Your Task Incomplete Distribution Analysis**

Below is the explanation for the distribution of responses regarding leaving tasks incomplete, as represented in the table.

| 10leave your task incomplete | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 124 | 48.6 | 48.6 | 48.6 |
| | 2 | 35 | 13.7 | 13.7 | 62.4 |
| | 3 | 54 | 21.2 | 21.2 | 83.5 |
| | 4 | 20 | 7.8 | 7.8 | 91.4 |
| | 5 | 22 | 8.6 | 8.6 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' experiences with leaving tasks incomplete.

**Disagree**: A combined total of 62.3% (48.6% who strongly disagree and 13.7% who disagree) rarely leave tasks incomplete. This suggests that a significant portion of respondents successfully complete their tasks.

**Neutral**: 21.2% (54 respondents) are neutral, indicating that they neither strongly agree nor disagree about leaving tasks incomplete. They might occasionally leave tasks unfinished or have mixed experiences.

**Agree**: A combined total of 16.4% (7.8% who agree and 8.6% who strongly agree) frequently leave tasks incomplete. This shows that a smaller portion of respondents often struggle to finish their tasks.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data shows that while a notable portion of respondents struggle with completing tasks, the majority manage to finish their tasks consistently.

**Differentiate Important and Urgent Tasks Distribution Analysis**

Below is the explanation for the distribution of responses regarding differentiating between important and urgent tasks, as represented in the table.

| 11differentiate important and urgent tasks | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 41 | 16.1 | 16.1 | 16.1 |
| | 2 | 59 | 23.1 | 23.1 | 39.2 |
| | 3 | 39 | 15.3 | 15.3 | 54.5 |
| | 4 | 62 | 24.3 | 24.3 | 78.8 |
| | 5 | 54 | 21.2 | 21.2 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' ability to differentiate between important and urgent tasks.

**Disagree**: A combined total of 39.2% (16.1% who strongly disagree and 23.1% who disagree) find it difficult to differentiate between important and urgent tasks. This suggests that a significant portion of respondents may struggle with prioritizing tasks effectively.

**Neutral**: 15.3% (39 respondents) are neutral, indicating that they neither strongly agree nor disagree about their ability to prioritize tasks. They might have mixed experiences or feel moderately effective in distinguishing task priorities.

**Agree**: A combined total of 45.5% (24.3% who agree and 21.2% who strongly agree) are able to differentiate between important and urgent tasks effectively. This shows that a substantial portion of respondents are confident in their ability to prioritize tasks accurately.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data highlights that while many respondents find it challenging

to prioritize tasks, a significant portion effectively differentiates between important and urgent tasks.

**Perform Task Rather Than Delegating Them to Someone Else Distribution Analysis**

Below is the explanation for the distribution of responses regarding performing tasks rather than delegating them to someone else, as represented in the table.

| 1perform task rather than delegating them to someone else | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 66 | 25.9 | 25.9 | 25.9 |
| | 2 | 37 | 14.5 | 14.5 | 40.4 |
| | 3 | 26 | 10.2 | 10.2 | 50.6 |
| | 4 | 40 | 15.7 | 15.7 | 66.3 |
| | 5 | 86 | 33.7 | 33.7 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' tendencies to perform tasks themselves rather than delegate them.

**Disagree**: A combined total of 40.4% (25.9% who strongly disagree and 14.5% who disagree) prefer performing tasks themselves instead of delegating. This indicates that a significant portion of respondents are likely to take on tasks personally rather than assign them to others.

**Neutral**: 10.2% (26 respondents) are neutral, suggesting that they neither strongly agree nor disagree with the statement about performing tasks versus delegating.

**Agree**: A combined total of 49.4% (15.7% who agree and 33.7% who strongly agree) prefer to perform tasks themselves rather than delegate. This shows that a substantial portion of respondents choose to handle tasks directly.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data highlights that many respondents prefer performing tasks themselves rather than delegating them to others.

**Feel Pressured by Deadlines Distribution Analysis**

Below is the explanation for the distribution of responses regarding feeling pressured by deadlines, as represented in the table.

| 2feel pressured by deadlines | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 85 | 33.3 | 33.3 | 33.3 |
| | 2 | 45 | 17.6 | 17.6 | 51.0 |
| | 3 | 43 | 16.9 | 16.9 | 67.8 |
| | 4 | 45 | 17.6 | 17.6 | 85.5 |
| | 5 | 37 | 14.5 | 14.5 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of how respondents feel about deadlines.

**Disagree**: A combined total of 51.0% (33.3% who strongly disagree and 17.6% who disagree) feel pressured by deadlines. This suggests that a significant portion of respondents does experience pressure related to deadlines.

**Neutral**: 16.9% (43 respondents) are neutral, indicating that they neither strongly agree nor disagree about feeling pressured by deadlines.

**Agree**: A combined total of 32.1% (17.6% who agree and 14.5% who strongly agree) feel pressured by deadlines. This shows that a notable portion of respondents experience pressure from deadlines.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data shows that while a significant number of respondents feel pressured by deadlines, a substantial portion does not.

**Consider Task Delegation an Important Part Distribution Analysis**

Below is the explanation for the distribution of responses regarding the importance of task delegation, as represented in the table.

| 3consider task delegation an important part | | | | |
|---|---|---|---|---|
| | Frequen | Percen | Valid | Cumulative |

| | | cy | t | Percent | Percent |
|---|---|---|---|---|---|
| Valid | 1 | 128 | 50.2 | 50.2 | 50.2 |
| | 2 | 39 | 15.3 | 15.3 | 65.5 |
| | 3 | 40 | 15.7 | 15.7 | 81.2 |
| | 4 | 24 | 9.4 | 9.4 | 90.6 |
| | 5 | 24 | 9.4 | 9.4 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of how respondents view task delegation.

**Disagree**: A combined total of 25.3% (15.3% who disagree and 50.2% who strongly disagree) do not consider task delegation to be important. This indicates that a significant portion of respondents may not see task delegation as a critical component of their work.

**Neutral**: 15.7% (40 respondents) are neutral, suggesting they have a mixed or moderate opinion on the importance of task delegation.

**Agree**: A combined total of 18.8% (9.4% who agree and 9.4% who strongly agree) consider task delegation to be important. This shows that a smaller portion of respondents recognize the value of delegating tasks.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data shows that while many respondents do not view task delegation as crucial, a significant portion considers it important.

**"To-Do-List" Is a Waste of Time Distribution Analysis**

Below is the explanation for the distribution of responses regarding the perception of a "to-do-list" as a waste of time, as represented in the table.

| 1"to-do-list" is a waste of time | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 141 | 55.3 | 55.3 | 55.3 |
| | 2 | 45 | 17.6 | 17.6 | 72.9 |
| | 3 | 34 | 13.3 | 13.3 | 86.3 |
| | 4 | 13 | 5.1 | 5.1 | 91.4 |

| | | | | | |
|---|---|---|---|---|---|
| | 5 | 22 | 8.6 | 8.6 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' views on using a to-do list.

**Disagree**: A combined total of 72.9% (55.3% who strongly disagree and 17.6% who disagree) do not consider a to-do list to be a waste of time. This suggests that a significant portion of respondents find value in using to-do lists for task management.

**Neutral**: 13.3% (34 respondents) are neutral, indicating that they neither strongly agree nor disagree about the usefulness of to-do lists.

**Agree**: A combined total of 13.7% (5.1% who agree and 8.6% who strongly agree) consider a to-do list to be a waste of time. This shows that a smaller portion of respondents believe to-do lists are not useful.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data shows that while many respondents see value in using to-do lists, a notable portion does not.

**Take Actions to Minimize Interruptions in Working Time Distribution Analysis**

Below is the explanation for the distribution of responses regarding taking actions to minimize interruptions in working time, as represented in the table.

| 2take actions to minimize interruptions in working time | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 41 | 16.1 | 16.1 | 16.1 |
| | 2 | 74 | 29.0 | 29.0 | 45.1 |
| | 3 | 66 | 25.9 | 25.9 | 71.0 |
| | 4 | 33 | 12.9 | 12.9 | 83.9 |
| | 5 | 41 | 16.1 | 16.1 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of how respondents manage interruptions during their working time.

**Disagree**: A combined total of 45.1% (16.1% who strongly disagree and 29.0% who disagree) do not take actions to minimize interruptions. This indicates that a significant portion of respondents may not actively address interruptions in their work.

**Neutral**: 25.9% (66 respondents) are neutral, suggesting they neither strongly agree nor disagree about their actions to minimize interruptions.

**Agree**: A combined total of 28.9% (12.9% who agree and 16.1% who strongly agree) actively take steps to minimize interruptions. This shows that a notable portion of respondents make efforts to reduce work interruptions.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data highlights that while many respondents do not actively minimize interruptions, a significant number do take steps to address them.

**Avoid Spending Time on Unimportant Things Distribution Analysis**

Below is the explanation for the distribution of responses regarding avoiding spending time on unimportant things, as represented in the table.

| 3avoid spending time on unimportant things | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 64 | 25.1 | 25.1 | 25.1 |
| | 2 | 44 | 17.3 | 17.3 | 42.4 |
| | 3 | 69 | 27.1 | 27.1 | 69.4 |
| | 4 | 38 | 14.9 | 14.9 | 84.3 |
| | 5 | 40 | 15.7 | 15.7 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of how respondents manage their time regarding unimportant tasks.

**Disagree**: A combined total of 42.4% (25.1% who strongly disagree and 17.3% who disagree) do not avoid spending time on unimportant things. This suggests that a significant portion of respondents may struggle with managing time effectively and may spend time on less important tasks.

**Neutral**: 27.1% (69 respondents) are neutral, indicating they neither strongly agree nor disagree about avoiding unimportant tasks.

**Agree**: A combined total of 30.6% (14.9% who agree and 15.7% who strongly agree) actively avoid spending time on unimportant things. This shows that a significant portion of respondents are effective at focusing on important tasks.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data shows that while many respondents may spend time on less important tasks, a notable portion effectively avoids doing so.

**Proactive in Addressing Time-Wasting Activities Distribution Analysis**

Below is the explanation for the distribution of responses regarding being proactive in addressing time-wasting activities, as represented in the table.

| 4proactive in addressing time-wasting activities | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 52 | 20.4 | 20.4 | 20.4 |
| | 2 | 44 | 17.3 | 17.3 | 37.6 |
| | 3 | 60 | 23.5 | 23.5 | 61.2 |
| | 4 | 47 | 18.4 | 18.4 | 79.6 |
| | 5 | 52 | 20.4 | 20.4 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' proactivity in dealing with time-wasting activities.

**Disagree**: A combined total of 37.6% (20.4% who strongly disagree and 17.3% who disagree) are not proactive in addressing time-wasting activities. This indicates that a significant portion of respondents may not take active measures to manage time-wasting activities.

**Neutral**: 23.5% (60 respondents) are neutral, suggesting they neither strongly agree nor disagree about their proactivity in managing time-wasting activities.

**Agree**: A combined total of 38.8% (18.4% who agree and 20.4% who strongly agree) are proactive in addressing time-wasting activities. This shows that a notable portion of respondents actively manage time-wasting activities.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data highlights that while some respondents are not proactive in managing time-wasting activities, a significant portion actively addresses them.

**Able to Meet Deadlines Distribution Analysis**

Below is the explanation for the distribution of responses regarding the ability to meet deadlines, as represented in the table.

**1able to meet deadlines**

| | | Frequency | Percent | Valid Percent | Cumulative Percent |
|---|---|---|---|---|---|
| Valid | 1 | 59 | 23.1 | 23.1 | 23.1 |
| | 2 | 53 | 20.8 | 20.8 | 43.9 |
| | 3 | 25 | 9.8 | 9.8 | 53.7 |
| | 4 | 30 | 11.8 | 11.8 | 65.5 |
| | 5 | 88 | 34.5 | 34.5 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' ability to meet deadlines.

**Disagree**: A combined total of 43.9% (23.1% who strongly disagree and 20.8% who disagree) struggle to meet deadlines. This suggests that a significant portion of respondents face challenges in completing their tasks on time.

**Neutral**: 9.8% (25 respondents) are neutral, indicating that they neither strongly agree nor disagree about their ability to meet deadlines.

**Agree**: A combined total of 46.3% (11.8% who agree and 34.5% who strongly agree) are able to meet deadlines. This shows that a substantial portion of respondents are confident in their ability to complete tasks within the given timeframes.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data shows that while a notable portion of respondents struggle with meeting deadlines, a significant number are able to meet them.

**Plan the Day before Start Distribution Analysis**

Below is the explanation for the distribution of responses regarding planning the day before starting, as represented in the table.

| 2plan the day before start | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 102 | 40.0 | 40.0 | 40.0 |
| | 2 | 53 | 20.8 | 20.8 | 60.8 |
| | 3 | 34 | 13.3 | 13.3 | 74.1 |
| | 4 | 31 | 12.2 | 12.2 | 86.3 |
| | 5 | 35 | 13.7 | 13.7 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' practices related to planning their day in advance.

**Disagree**: A combined total of 60.8% (40.0% who strongly disagree and 20.8% who disagree) do not plan their day before starting. This suggests that a significant portion of respondents may not use advance planning as a regular practice.

**Neutral**: 13.3% (34 respondents) are neutral, indicating they neither strongly agree nor disagree about planning their day in advance.

**Agree**: A combined total of 26.8% (12.2% who agree and 13.7% who strongly agree) plan their day before starting. This shows that a smaller portion of respondents practice advance planning.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data shows that while many respondents do not plan their day ahead of time, a significant portion does.

**Make a Plan to Complete Work on Time Distribution Analysis**

Below is the explanation for the distribution of responses regarding making a plan to complete work on time, as represented in the table.

| 3make a plan to complete work on time | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 95 | 37.3 | 37.3 | 37.3 |
| | 2 | 38 | 14.9 | 14.9 | 52.2 |
| | 3 | 51 | 20.0 | 20.0 | 72.2 |
| | 4 | 34 | 13.3 | 13.3 | 85.5 |
| | 5 | 37 | 14.5 | 14.5 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of respondents' practices related to planning to complete work on time.

**Disagree**: A combined total of 52.2% (37.3% who strongly disagree and 14.9% who disagree) do not make a plan to complete work on time. This suggests that a significant portion of respondents may not actively plan to ensure timely completion of their work.

**Neutral**: 20.0% (51 respondents) are neutral, indicating that they neither strongly agree nor disagree about making plans to complete work on time.

**Agree**: A combined total of 27.8% (13.3% who agree and 14.5% who strongly agree) make plans to ensure work is completed on time. This shows that a notable portion of respondents actively plan to meet deadlines.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data shows that while many respondents may not plan to complete work on time, a significant portion do make such plans.

**Satisfied with the Way Use Time Distribution Analysis**

Below is the explanation for the distribution of responses regarding satisfaction with the way time is used, as represented in the table.

| 1satisfied with the way use time | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 53 | 20.8 | 20.8 | 20.8 |
| | 2 | 38 | 14.9 | 14.9 | 35.7 |
| | 3 | 64 | 25.1 | 25.1 | 60.8 |
| | 4 | 44 | 17.3 | 17.3 | 78.0 |
| | 5 | 56 | 22.0 | 22.0 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of how respondents feel about their time management.

**Disagree**: A combined total of 35.7% (20.8% who strongly disagree and 14.9% who disagree) are not satisfied with the way they use their time. This suggests that a significant portion of respondents are dissatisfied with their time management practices.

**Neutral**: 25.1% (64 respondents) are neutral, indicating that they neither strongly agree nor disagree about their satisfaction with time usage.

**Agree**: A combined total of 39.3% (17.3% who agree and 22.0% who strongly agree) are satisfied with their time usage. This shows that a notable portion of respondents feel positive about their time management.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data shows that while many respondents are dissatisfied with their time usage, a significant portion is satisfied.

**Use Time as Healthcare Worker Distribution Analysis**

Below is the explanation for the distribution of responses regarding the use of time as a healthcare worker, as represented in the table.

| 2use time as healthcare worker | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | 1 | 37 | 14.5 | 14.5 | 14.5 |
| | 2 | 58 | 22.7 | 22.7 | 37.3 |
| | 3 | 47 | 18.4 | 18.4 | 55.7 |
| | 4 | 52 | 20.4 | 20.4 | 76.1 |
| | 5 | 61 | 23.9 | 23.9 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table provides a detailed breakdown of how healthcare workers manage their time.

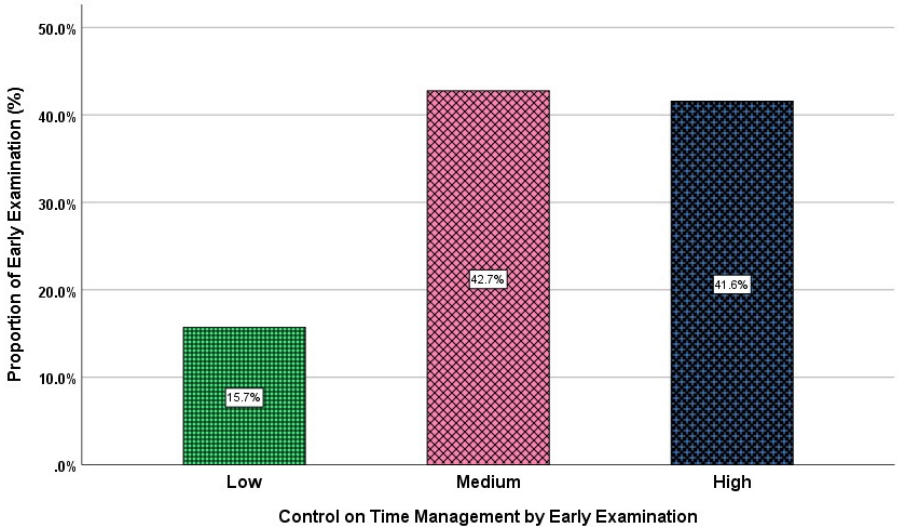
**Disagree**: A combined total of 37.2% (14.5% who strongly disagree and 22.7% who disagree) do not use their time effectively as healthcare workers. This suggests that a significant portion of healthcare workers may face challenges in managing their time.

**Neutral**: 18.4% (47 respondents) are neutral, indicating they neither strongly agree nor disagree about their time management as healthcare workers.

**Agree**: A combined total of 44.3% (20.4% who agree and 23.9% who strongly agree) use their time effectively as healthcare workers. This shows that a notable portion of healthcare workers are confident in their time management.

The cumulative percentages confirm that the total reaches 100%, indicating that there are no missing values in the data. This data highlights that while many healthcare workers may struggle with time management, a significant portion manage their time effectively.

**Early Category Distribution Analysis**

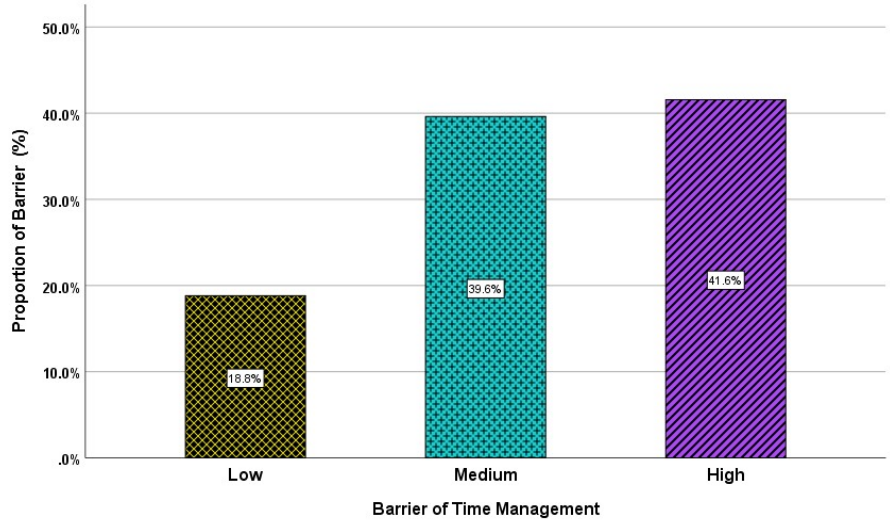



The bar graph depicts the distribution of respondents across three Early categories, using colours to represent each category: green for "Low," pink for "Medium," and blue for "High." The green bar shows that 15.7% of respondents fall into the "Low" category, indicating the smallest proportion. The pink bar represents 42.7% of respondents classified as "Medium," which is the largest segment, highlighting that the majority are in this category. The blue bar accounts for 41.6% of respondents in the "High" category, demonstrating a significant portion close to the "Medium" category.

| Early category | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | Low | 40 | 15.7 | 15.7 | 15.7 |
| | Medium | 109 | 42.7 | 42.7 | 58.4 |
| | High | 106 | 41.6 | 41.6 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table shows the distribution of respondents across different "Early" categories. Specifically, 15.7% of respondents are classified as "Low," 42.7% fall into the "Medium" category, and 41.6% are categorized as "High." The cumulative percentages confirm that these categories cover the entire respondent base, totalling 100%.

**Barrier Category Analysis**

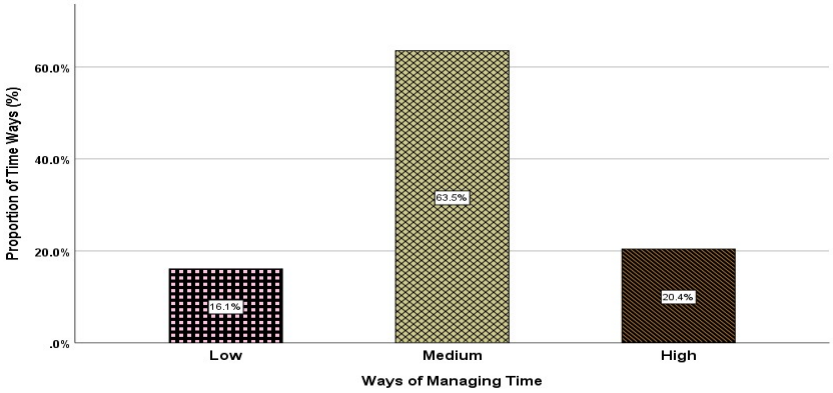



The bar graph visually represents these categories, with yellow denoting low barriers, green indicating medium barriers, and violet signifying high barriers. The graph shows that the majority of respondents view barriers as either medium or high, with 18.8% of respondents in the low category (yellow), 39.6% in the medium category (green), and 41.6% in the high category (violet). This color-coded representation emphasizes the substantial proportion of respondents who experience high barriers, reinforcing the findings from the table.

| Barrier category | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | Low | 48 | 18.8 | 18.8 | 18.8 |
| | Medium | 101 | 39.6 | 39.6 | 58.4 |
| | High | 106 | 41.6 | 41.6 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table illustrates the distribution of respondents across the Barrier categories: Low, Medium, and High. In the "Low" category, 18.8% of respondents are represented, indicating a smaller proportion of individuals facing minimal barriers. The "Medium" category includes 39.6% of respondents, showing that a significant portion experiences moderate barriers. The "High" category, with 41.6% of respondents, represents the largest group, highlighting that a substantial number of individuals encounter considerable barriers. The cumulative percentages confirm that the data comprehensively covers all responses, with the majority of respondents experiencing either medium or high levels of barriers.

**Time Management Category Analysis**




The bar graph visually represents the same data with three distinct bars. The medium bar is the tallest, reflecting that 63.5% of respondents rated their time management as medium. The low bar, representing 16.1%, is shorter, indicating the smaller proportion of respondents who rated their time management as low. The high bar, at 20.4%, is shorter than the medium bar but taller than the low bar, showing that a notable segment of respondents rated their time management as high. This graphical representation confirms the table's data, emphasizing that most respondents view their time management as medium, with fewer in the low or high categories.

| Time_management_category | | | | | |
|---|---|---|---|---|---|
| | | Frequency | Percent | Valid Percent | Cumulative Percent |
| Valid | Low | 41 | 16.1 | 16.1 | 16.1 |
| | Medium | 162 | 63.5 | 63.5 | 79.6 |
| | High | 52 | 20.4 | 20.4 | 100.0 |
| | Total | 255 | 100.0 | 100.0 | |

The table displays the distribution of respondents' self-assessed time management skills. It shows that 16.1% of respondents rated their time management as low, indicating a smaller proportion who feels their skills are insufficient. In contrast, 63.5% rated their time management as medium, suggesting that the majority find their time management to be adequate. Finally, 20.4% rated their time management as high, reflecting a significant portion who believes they manage their time well. This distribution highlights that most respondents perceive their time management as average to high, with fewer rating it as low.

# Discussion and Findings:-

This discussion presents an in-depth analysis of the findings from the survey on time management practices among healthcare professionals. Time management is crucial in the healthcare sector, where professionals face a high volume of tasks, frequent interruptions, and the need to balance patient care with administrative duties. This analysis will explore various aspects of time management, including demographic insights, professional context, time management behaviours, and the implications of these findings for enhancing workplace efficiency and personal well-being.

**Demographic Insights**

The survey sample comprises a diverse group of healthcare professionals, reflecting a broad spectrum of age, gender, marital status, educational qualifications, and professional experience.

**Age Distribution:** The majority of respondents are between 18-25 years old (43.1%) and 26-40 years old (42.4%). This age distribution indicates a dynamic workforce predominantly in the early to mid-stages of their careers. Younger professionals may face different time management challenges compared to their more experienced counterparts. The concentration of respondents in these age brackets highlights the need for time management strategies that accommodate varying levels of experience and work responsibilities.

**Gender Distribution:** The survey reveals a near-equal gender split, with females (52.2%) slightly outnumbering males (47.8%). This balance suggests that time management practices must be inclusive and consider gender-specific issues that might affect time management differently for males and females. The slight female majority might also reflect broader trends in the healthcare profession, where female representation is often higher.

**Marital Status:** The majority of respondents are unmarried (56.5%), with a smaller proportion married (43.5%). Unmarried professionals may experience different work-life balance challenges compared to their married counterparts. The demands of healthcare roles can be particularly intense for unmarried individuals who may have more flexible schedules but could still face significant pressures.

**Educational Qualifications:** Most respondents hold undergraduate degrees (58.4%), with a substantial number holding postgraduate degrees (40%). This high educational attainment suggests that respondents are well-qualified but also underscores the need for advanced time management techniques to match their professional responsibilities. The level of education correlates with the complexity of tasks and the expectation for higher productivity and efficiency.

**Professional Context and Responsibilities**

**Institutional Representation:** A significant majority of respondents work at Santosh Hospital (74.9%), with other institutions such as Fortis Hospital represented to a lesser extent (10.2%). The predominance of Santosh Hospital suggests that findings may be influenced by the specific organizational culture and operational practices of this institution. Time management practices at Santosh Hospital could serve as a model or benchmark for other institutions.

**Current Positions:** The survey reveals a near-even distribution between medical (46.3%) and non-medical roles (53.7%). This distribution highlights the need for time management strategies applicable to both clinical and administrative functions. Medical professionals may face different time management challenges compared to their non-medical counterparts, such as dealing with patient care and medical emergencies.

**Task Load:** Respondents report handling a range of tasks, with a notable number managing five tasks (38%). This indicates a high workload and the complexity of managing multiple responsibilities. Effective time management is essential to ensure that all tasks are completed efficiently and to prevent burnout.

**Time Management Practices**

**Goal Setting and Prioritization:** The majority of respondents set one or two goals per week (63.9%), suggesting a preference for managing a limited number of goals to avoid feeling overwhelmed. The ability to prioritize tasks is critical, as evidenced by a significant percentage of respondents who actively prioritize their tasks (48.2% rating 4 or 5 on a scale of 1 to 5). Structured goal-setting and prioritization are fundamental to effective time management, enabling professionals to focus on high-priority tasks and achieve their objectives.

**Distractions and Focus:** Maintaining focus amidst distractions is a challenge for many respondents, with a significant percentage reporting difficulty in staying concentrated (26.7% rating 5 on a scale of 1 to 5). The high-stress nature of healthcare work, frequent interruptions, and the urgent nature of tasks contribute to these difficulties. Strategies to minimize distractions and enhance concentration are crucial for improving productivity and efficiency.

**Time Management as a Priority:** The survey indicates that a considerable number of respondents view time management as a priority (30.2% rating 5), reflecting an awareness of its importance in enhancing productivity and reducing stress. However, the variability in responses suggests that while some professionals prioritize time management, others may require additional support or training to fully appreciate its benefits.

**Impact on Patient Care:** A significant majority of respondents agree that improving time management enhances patient care (32.5% rating 5). This finding underscores the direct connection between effective time management and the quality of patient outcomes. Efficient time management allows healthcare professionals to allocate sufficient time for patient interactions, reduce errors, and improve overall patient satisfaction.

**Workload and Stress Management**

**Feeling Overworked and Stress:** The survey reveals that many respondents feel overworked (25.9% rating 3) and experience stress or anxiety about performing tasks (28.2% rating 1). High workloads and stress levels are prevalent issues among healthcare professionals, which can negatively impact their performance, mental health, and job satisfaction. Effective time management strategies can help alleviate these issues by promoting better workload distribution, reducing stress, and enhancing overall well-being.

**Balancing Personal and Professional Life:** Respondents report mixed experiences in balancing personal and professional life, with a notable portion struggling to maintain this balance (23.9% rating 5). Effective time management plays a crucial role in achieving a healthy work-life balance, which can lead to increased job satisfaction and personal fulfilment. Strategies to improve work-life balance include flexible scheduling, time management training, and support from employers.

**Managing Overtime and Unexpected Events:** The survey indicates that many respondents work overtime (36.9% rating 1) and face challenges in handling unexpected events (27.5% rating 3). The ability to manage both planned and unplanned work demands is essential for maintaining productivity and reducing burnout. Implementing effective time management practices can help professionals better handle unexpected events and minimize the need for excessive overtime.

**Task Management and Delegation**

**Deadlines and Delegation:** The majority of respondents manage deadlines well (34.5% rating 5), indicating effective time management skills in meeting deadlines. However, there is variability in approaches to task delegation. While some respondents view delegation as an important aspect of their role (50.2% rating 1), others prefer to perform tasks themselves (33.7% rating 5). Effective delegation is crucial for optimizing time management and reducing individual workload. Training in delegation skills and promoting a collaborative work environment can enhance overall efficiency.

**"To-Do-Lists" and Task Management:** The survey reveals a divided opinion on the effectiveness of "to-do-lists," with a majority considering them a waste of time (55.3%). This suggests that alternative task management methods might be more effective in the healthcare setting. Digital tools, project management software, and prioritization techniques could offer more efficient solutions for managing tasks and improving productivity.

**Time Management Categories**

**Early, Barrier, and Overall Time Management:** The distribution of responses in the time management categories shows a balanced view across early (15.7% low, 42.7% medium, 41.6% high), barrier (18.8% low, 39.6% medium, 41.6% high), and overall time management (16.1% low, 63.5% medium, 20.4% high). This balance indicates that while many professionals have a medium level of time management skills, there is room for improvement in both early and barrier categories. Targeted interventions and training programs could help enhance time management skills across these categories.

**Implications and Recommendations**

The findings from this survey have several implications for improving time management practices among healthcare professionals. Based on the data, the following recommendations are proposed:

1. **Customized Time Management Training:** Develop and implement training programs tailored to different levels of experience and job functions within the healthcare sector. Training should focus on goal setting, prioritization, managing distractions, and effective delegation.

2. **Stress Management Support:** Provide resources and support for managing stress and workload, such as stress management workshops, counseling services, and wellness programs. Reducing stress can improve time management and overall job satisfaction.

3. **Flexible Scheduling and Work-Life Balance:** Implement flexible scheduling options to help professionals balance personal and professional responsibilities. Promote practices that support work-life balance, such as time off policies and family support programs.

4. **Enhanced Task Management Tools:** Explore and introduce alternative task management tools and digital solutions that cater to the specific needs of healthcare professionals. Consider the effectiveness of various tools and techniques in improving productivity and managing tasks.

5. **Encouraging Effective Delegation:** Provide training and resources on effective delegation practices. Encourage a collaborative work environment where tasks can be shared appropriately, reducing individual workload and enhancing overall efficiency.

6. **Continuous Evaluation and Improvement:** Regularly assess the effectiveness of time management strategies and make adjustments based on feedback and evolving needs. Encourage ongoing professional development and support to keep up with best practices in time management.

## Conclusion:-

The comprehensive analysis of time management practices among healthcare professionals, as captured through the survey data, offers a profound understanding of how these individuals navigate their responsibilities in a demanding environment. The findings underscore the multifaceted nature of time management within the healthcare sector and highlight several key themes that warrant further exploration and action.

The demographic profile of the respondents reveals a young and dynamic workforce, with a significant portion falling into the 18-25 and 26-40 age brackets. This age distribution suggests that the majority of healthcare professionals are either early in their careers or are in a phase of evolving responsibilities. Younger professionals are likely still developing their time management skills, while those in the 26-40 age range are grappling with a broader spectrum of demands that require sophisticated time management strategies. The balance in gender representation, alongside varied marital statuses, points to the universal nature of time management challenges across different demographic groups, emphasizing the need for universally applicable strategies.

Educational background plays a notable role in time management practices, with the majority of respondents holding undergraduate or postgraduate degrees. This educational attainment implies a baseline understanding of organizational and time management principles. However, the substantial number of respondents with only undergraduate qualifications indicates that there is room for enhancement in practical time management skills through ongoing professional development and training.

The data reveals that a significant portion of respondents face difficulties in prioritizing tasks and maintaining focus. These challenges are critical as they directly impact productivity and overall job performance. The struggle to prioritize effectively underscores a need for more targeted time management training that addresses practical skills such as task organization and prioritization. Additionally, the majority of respondents set one goal per week, which suggests a focus on broader objectives. While this approach can facilitate long-term planning, incorporating more frequent goal-setting and review processes may improve daily productivity and address immediate time management issues.

The link between time management and patient care emerges as a crucial theme. The perception that effective time management is essential for improving patient care highlights the profound impact that time management practices can have on healthcare outcomes. This connection underscores the importance of integrating time management strategies into daily routines not only for personal efficiency but also for enhancing the quality of care provided to patients.

The high levels of stress and anxiety reported by respondents, particularly those feeling overworked and struggling with task performance, reveal the intense pressures faced by healthcare professionals. These findings suggest that time management challenges are closely tied to stress and work-life balance issues. Addressing these challenges through improved time management strategies can help mitigate stress, reduce feelings of being overwhelmed, and enhance overall job satisfaction.

The survey also highlights the need for institutional support in improving time management practices. The concentration of respondents from a single institution indicates that institutional factors may influence time management practices. This observation points to the potential for developing and implementing institutional policies and support systems designed to promote effective time management. Such measures could include creating a supportive work environment, providing access to resources and training, and fostering a culture that values time management.

In conclusion, the findings from this survey paint a comprehensive picture of the time management landscape among healthcare professionals. The challenges identified—ranging from task prioritization and focus to stress management and work-life balance—reflect the complex realities of working in healthcare. To address these challenges, it is essential to implement targeted interventions that include enhanced training, supportive institutional policies, and initiatives that promote work-life balance. By focusing on these areas, healthcare organizations can improve both the well-being of their professionals and the quality of care provided to patients. Ultimately, effective time management is not just a personal skill but a critical component of a functioning and responsive healthcare system, making it a priority for ongoing development and improvement.

# Limitations:-

1. **High Workload:**
   Excessive patient loads and administrative duties can make effective time management challenging.
2. **Frequent Interruptions:**
   Constant interruptions from patients, colleagues, and administrative tasks can disrupt time management efforts.
3. **Insufficient Staffing:**
   Inadequate staffing levels can lead to overburdened healthcare workers, hindering their ability to manage time effectively.
4. **Complex Patient Needs:**
   The complexity and unpredictability of patient needs can make it difficult to adhere to a strict schedule.
5. **Lack of Training:**
   Insufficient training in time management techniques can leave healthcare workers ill-equipped to manage their time efficiently.
6. **Technological Barriers:**
   Issues such as lack of access to technology, technical problems, or inadequate training on new systems can impede time management.
7. **Administrative Burden:**
   The high volume of administrative tasks can detract from time available for patient care and professional development.
8. **Workplace Culture:**
   A workplace culture that does not prioritize time management can undermine individual efforts to improve efficiency.
9. **Unpredictable Schedules:**
   Irregular and unpredictable work schedules can make it difficult for healthcare workers to plan and manage their time.
10. **Emotional Stress:**

The emotional demands of healthcare work can affect focus and time management capabilities.

11. **Regulatory and Compliance Requirements:**
    The need to comply with various regulations and standards can add to the time burden of healthcare workers.
12. **Personal Time Management Skills:**
    Individual differences in personal time management skills can lead to varying levels of efficiency among staff.
13. **Inadequate Feedback:**
    A lack of regular feedback on time management practices can prevent healthcare workers from improving their efficiency.

# Recommendations:-

1. **Implement Time Management Training Programs**
   Provide training sessions on effective time management strategies to help healthcare workers manage their tasks efficiently.
2. **Use Technology Tools**
   Integrate time management and scheduling software to streamline workflow and reduce time spent on administrative tasks.
3. **Prioritize Tasks**
   Encourage healthcare workers to prioritize their tasks based on urgency and importance to enhance productivity.
4. **Set Clear Goals**
   Establish clear, achievable goals for each shift to help workers stay focused and organized.
5. **Delegate Responsibilities**
   Promote task delegation where appropriate to distribute workload evenly and prevent burnout.
6. **Create a Supportive Work Environment**
   Foster a work environment that supports collaboration and teamwork to reduce stress and improve time management.
7. **Regular Breaks**
   Ensure that healthcare workers take regular breaks to rest and recharge, which can improve overall efficiency and performance.
8. **Minimize Interruptions**
   Implement strategies to minimize interruptions, such as designated quiet zones and protected time for focused work.
9. **Flexible Scheduling**
   Offer flexible scheduling options to accommodate personal needs and improve work-life balance.
10. **Develop Standard Operating Procedures (SOPs):**
    Create detailed SOPs for routine tasks to ensure consistency and efficiency.

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# Annexures:-


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## Annexures:-1

## Questionnaire-

**Time Management Questionnaire**
**(समय प्रबंधन प्रश्नांक)**

### Section 1- Demographic information (जनसांख्यिकीय जानकारी)

| | | | |
|---|---|---|---|
| NAME (OPTIONAL)<br>नाम (वैकल्पिक) | | AGE<br>आयु | |
| MARITAL STATUS<br>वैवाहिक स्थिति | | DEPARTMENT<br>विभाग | |
| QUALIFICATION<br>योग्यता | | WORK EXPERIENCE(CURRENT)<br>कार्य अनुभव (वर्तमान) | |
| ADDRESS<br>पता | | TOTAL WORK EXPERIENCE<br>कुल कार्य अनुभव | |
| CURRENT POSITION<br>वर्तमान पद | | GENDER<br>लिंग | |

| | Strongly dissatisfied | Dissatisfied | Neutral | Satisfied | Strongly satisfied |
|---|---|---|---|---|---|
| | पूरी तरह से असंतुष्ट | असंतुष्ट | तटस्थ | संतुष्ट | पूरी तरह से संतुष्ट |

### Section 2 - Priorities (प्राथमिकताएं)

| | | | | | |
|---|---|---|---|---|---|
| 1.Do you know your main tasks and responsibilities? क्या आपको अपने मुख्य कार्य और जिम्मेदारियों का पता है? | | | | | |
| 2.I have goals for a week? क्या मेरे पास हफ्ते के लिए लक्ष्य हैं? | | | | | |
| 3.When I find myself wasting time, I get back on track/ work? .जब मैं खुद को समय बर्बाद करते हुए पाता हूं, तो मैं फिर से ट्रैक/काम पर लौट आता हूं? | | | | | |
| 4.Do you prioritize your tasks effectively? क्या आप अपने कार्यों को प्राथमिकता देते हैं? | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 5.I am able to maintain focus on tasks without getting distracted? क्या आप बिना विचलित हुए कार्यों पर ध्यान बनाए रखने में सक्षम हैं? | | | | | |
| 6.Do you feel that time management is a priority in any organization? क्या आपको लगता है कि समय प्रबंधन किसी भी संगठन में प्राथमिकता है? | | | | | |
| 7.Do you believe that improving time management would enhance patient care? क्या आपको लगता है कि समय प्रबंधन को सुधारने से मरीज की देखभाल में सुधार होगा? | | | | | |

**Section 3 - Work Load (कार्य भार)**

| | | | | | |
|---|---|---|---|---|---|
| 1.Do you feel overworked? क्या आपको अधिक काम करने की भावना है? | | | | | |
| 2.Do you feel stress or anxiety about performing tasks on time? क्या आपको समय पर कार्यों को करने के लिए तनाव या चिंता है? | | | | | |
| 3.Do you sacrifice your social activities for your work? क्या आप अपने सामाजिक गतिविधियों को अपने काम के लिए बलिदान करते हैं? | | | | | |
| 4.Do you have a lot of your pending work? क्या आपके पास अपने लंबित काम का बहुत कुछ है? | | | | | |
| 5.Do you know how to manage your work? क्या आपको पता है कि आपके काम को कैसे प्रबंधित करना है? | | | | | |

**Section 4 - Scheduling (अनुसूची)**

| | | | | | |
|---|---|---|---|---|---|
| 1.Do you set deadlines for your delegated tasks? क्या आप अपने सौंपे गए कार्यों के लिए समय सीमा तय करते हैं? | | | | | |
| 2.Do you bring your work home or stay late at the office? क्या आप अपने काम को घर लेकर या कार्यालय | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| में देर तक रहने का विचार करते हैं? | | | | | |
| 3.Do you work overtime to complete your work? क्या आप अपने कार्य को पूरा करने के लिए अधिक समय काम करते हैं? | | | | | |
| 4.Do you feel unable to finish your day's scheduled task in one day? क्या आपको लगता है कि आप अपने दिन के निर्धारित कार्य को एक दिन में पूरा नहीं कर पा रहे हैं? | | | | | |
| 5.Do you balance your personal and professional commitments? क्या आप अपने व्यक्तिगत और पेशेवर वचनों का संतुलन बनाए रखते हैं? | | | | | |
| 6.Do you make a list of the things that you have to do each day? क्या आप हर दिन करने के लिए कुछ करने की सूची बनाते हैं? | | | | | |
| 7.Do you know how to manage your extra time effectively? क्या आपको पता है कि आप अपने अतिरिक्त समय को प्रभावी ढंग से कैसे प्रबंधित करना है? | | | | | |
| 8.Do you know how to handle your overtime working schedule? क्या आपको अपने अतिरिक्त काम करने की अनुसूची को कैसे संभालना है? | | | | | |
| 9.Do you be able to handle unexpected events without significantly affecting your schedule? क्या आप अप्रत्याशित घटनाओं को संचालित करने के लिए सक्षम हैं जो आपकी अनुसूची को बहुत अधिक प्रभावित नहीं करती हैं? | | | | | |
| 10.Do you leave your task incomplete? क्या आप अपने कार्य को अधूरा छोड़ते हैं? | | | | | |
| 11.Do you differentiate between important and urgent tasks? क्या आप महत्वपूर्ण और अत्यावश्यक कार्यों में भेदभाव करते हैं? | | | | | |

**Section 5 - Delegation (सौंपना)**

| | | | | | |
|---|---|---|---|---|---|
| 1.Do you perform your task rather | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| than delegating them to someone else? क्या आप अपने कार्य को सौंपने की बजाय स्वयं करते हैं? | | | | | |
| 2.Do you feel yourself pressured by deadlines of a task even when you delegate your task? क्या जब आप अपना कार्य सौंपते हैं, तो कार्य की समय सीमा आपके द्वारा दबाव डालने की भावना रहती है? | | | | | |
| 3.Do you consider task delegation to be an important part of your job? क्या आपके लिए कार्य सौंपना अपने कार्य का महत्वपूर्ण हिस्सा मानते हैं? | | | | | |

**Section 6 - Time Wasters**
**(समयबर्बाद करने वाले तत्व)**

| | | | | | |
|---|---|---|---|---|---|
| 1.Do you think making a "to-do-list" is a waste of time?.क्या आपको लगता है कि "करने की सूची" बनाना समय की बर्बादी है? | | | | | |
| 2.Do you take actions to minimize interruptions in your working time? क्या आप काम के समय में बाधाओं को कम करने के लिए कदम उठाते हैं? | | | | | |
| 3.Do you avoid spending a lot of time on trivial(unimportant) things? क्या आप अनप्रमुख (अमहत्वपूर्ण) चीजों पर बहुत समय नहीं बिताने का प्रयास करते हैं? | | | | | |
| 4.I Am proactive in identifying and addressing time-wasting activities? क्या मैं समय की बर्बाद करने वाली गतिविधियों की पहचान और संबोधन में सक्रिय हूं? | | | | | |

**Section 7 - Planning (योजना)**

| | | | | | |
|---|---|---|---|---|---|
| 1.I am able to meet deadlines without rushing at the last minute? मैं आखिरी मिनट पर बहुत जल्दी भागने के बिना समय सीमा को पूरा करने में सक्षम हूं? | | | | | |
| 2.I plan the day before I start it?.मैं उस दिन की योजना बनाता हूं जब मैं इसे शुरू करता हूं? | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 3.I make a plan to complete my work on time? मैं अपने काम को समय पर पूरा करने की योजना बनाता हूं? | | | | | |

**Section 8 - Satisfaction (संतोष)**

| | | | | | |
|---|---|---|---|---|---|
| 1. I am satisfied with the way I use my time? .मैं अपने समय का उपयोग करने के तरीके से संतुष्ट हूं? | | | | | |
| 2. Are you satisfied with your ability to manage your time effectively as a healthcare professional? क्या आप अपने समय को समय प्रबंधन करने की क्षमता के रूप में हेल्थकेयर पेशेवर के रूप में संतुष्ट हैं? | | | | | |

**Score card:**

| Section | Name of Section | Maximum Score | Individual Score | percentage |
|---|---|---|---|---|
| A | Priorities | 7×5=35 | a | a÷35×100 |
| B | Work Load | 5×5 =25 | b | b÷25×100 |
| C | Scheduling | 11×5=55 | c | c÷55×100 |
| D | Delegation | 3×5 =15 | d | d÷15×100 |
| E | Time Wasters | 4×5 =20 | e | e÷20×100 |
| F | Planning | 3×5 =15 | f | f÷15×100 |
| G | Satisfaction | 2×5 =10 | g | g÷10×100 |
| | **Total Score** | **175** | **H** | **H÷175×100** |

**Score Card for single sections:**

| Section | Name of Section | Maximum Score | Low | Medium | High |
|---|---|---|---|---|---|
| A | Priorities | 35 | 0-10 | 11-20 | 21-35 |
| B | Work Load | 25 | 0-8 | 9-15 | 16-25 |
| C | Scheduling | 55 | 0-10 | 11-25 | 25-55 |
| D | Delegation | 15 | 0-5 | 6-10 | 11-15 |
| E | Time Wasters | 20 | 0-5 | 6-10 | 11-20 |
| F | Planning | 15 | 0-5 | 6-10 | 11-15 |
| G | Satisfaction | 10 | 0-2 | 3-5 | 6-10 |

**Total Maximum Score = 175**

Divided into three parts: 1.Low, 2. Medium, 3.High

Range:

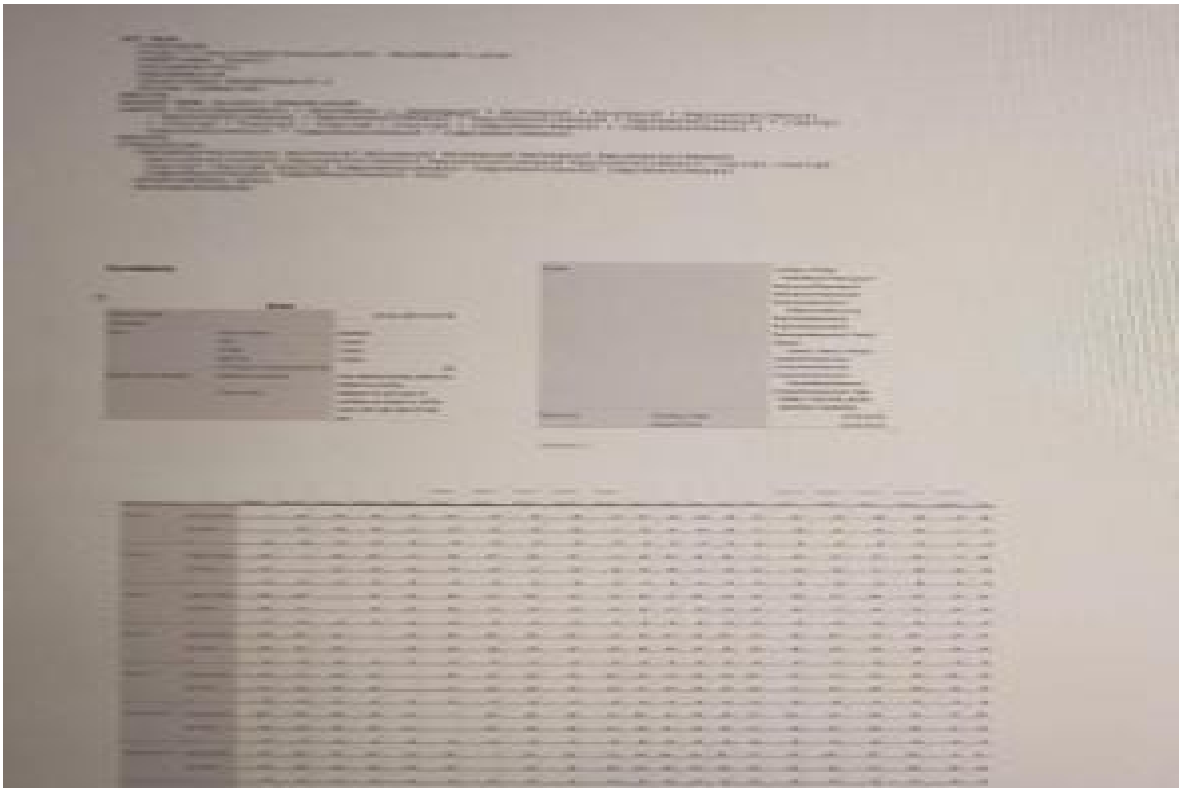
Low: 0-30

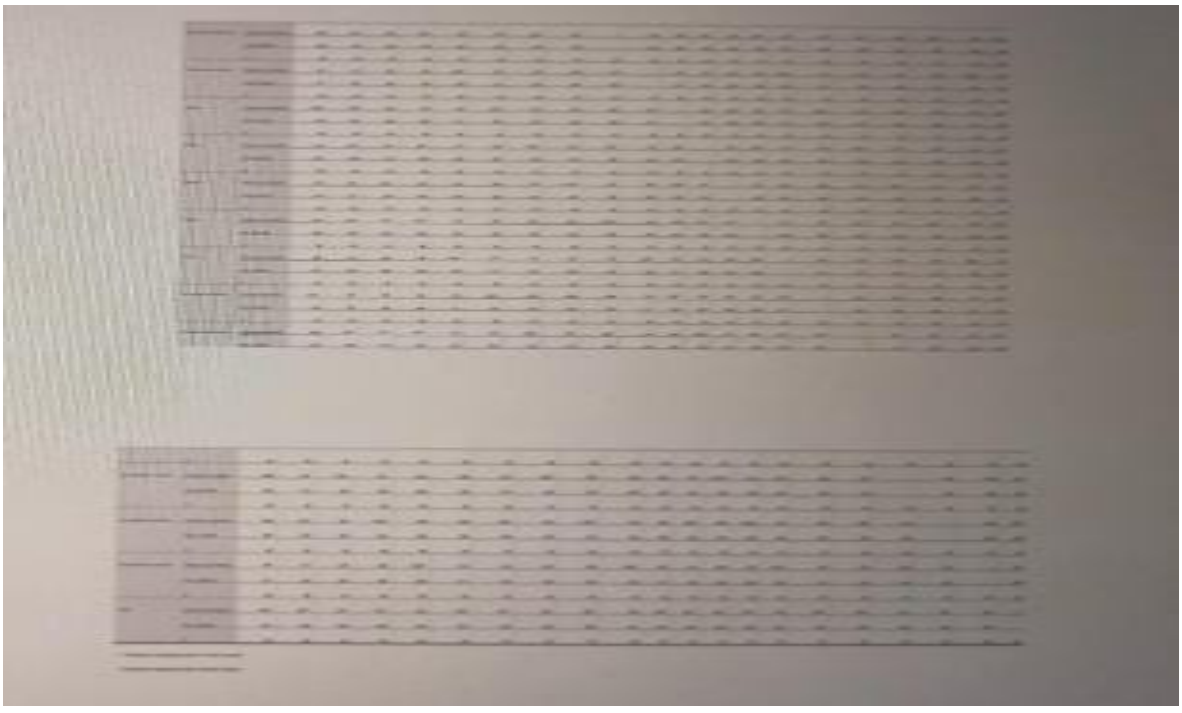
Medium: 31-70

High: 71-17

## Annexures:-2

## Validation Report:-





## Annexures:-3

## Ethical clearance Certificate:-

# SANTOSH
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(Established u/s 3 of the UGC Act, 1956)

F. No. SU/R/2024/1344[30] Dated: 17.05.2024

Subject: Grant of Ethical Clearance for **Dissertation Protocol** Topic **"Time Management Practices Among Healthcare Working at Hospital"**, submitted by **SHAGUN MALIK,** student of Master in Hospital Administration, 2022 Batch.

*****

With reference to the request for grant of Ethical Clearance for the Dissertation Protocol entitled **"Time Management Practices Among Healthcare Working at Hospital"**, **SHAGUN MALIK** is informed that the **Dissertation Protocol** submitted by him/her was considered by the **Screening Committee** of the **Allied Health Sciences** in its meetings held on 07.02.2024 and 29.02.2024. The recommendations of the **Screening Committee** were considered in detail by the **Institutional Ethics Committee** in its meeting held on **15.05.2024** and the same was **approved** by the **Ethics Committee** of the **Santosh Deemed to be University, Ghaziabad, Delhi NCR.**

He /She is informed accordingly for further necessary action.

17/5/24

**[Dr. EZHILRAJAN. K]**
**REGISTRAR**

REGISTRAR

**SHAGUN MALIK**
**Master in Hospital Administration.**

**Copy to:**

1. The Vice Chancellor
2. The Dean – Academics
3. The Dean, SMC&H
4. The Dean – Research
5. The Director - IQAC
6. HOD/ Course In-charge of the concerned Department.

## Annexures:-4

## Statistician Certificate:-

SANTOSH Deemed to be University | SANTOSH Central Research Facility

**CENTER FOR INTERDISCIPLINARY RESEARCH AND INNOVATION**

**To Whom It May Concern**

This is to certify that the Post-Graduate Dissertation entitled **"Time Management Practices among healthcare professionals"** by Mr./Ms./Dr **Shagun Malik**, Department of **Hospital Administration** (PhD/MD/MS/MDS/MSc/**MHA**), Batch - **(2022-24)** has been carefully assessed and authenticated by the Assistant Prof-Cum Bio-statistician of Santosh Deemed to be University.

This certification is issued based on the examination and review conducted by the Biostatistician, confirming adherence to statistical principles and practices.

Date: 24.07.2024

Signature:

Vikash Singh Patel

**(Assistant Professor cum Bio-Statistician)**

Department of Community Medicine,

Santosh Deemed to be University

Ghaziabad, Delhi (NCR)

## Annexures:-5

## Pilgrims Check Report:-

Time Management Practices Among Healthcare Professionals

ORIGINALITY REPORT

7%
SIMILARITY INDEX

PRIMARY SOURCES

| | | |
|---|---|---|
| 1 | www.ambula.io<br>Internet | 223 words — 1% |
| 2 | www.ncbi.nlm.nih.gov<br>Internet | 208 words — 1% |
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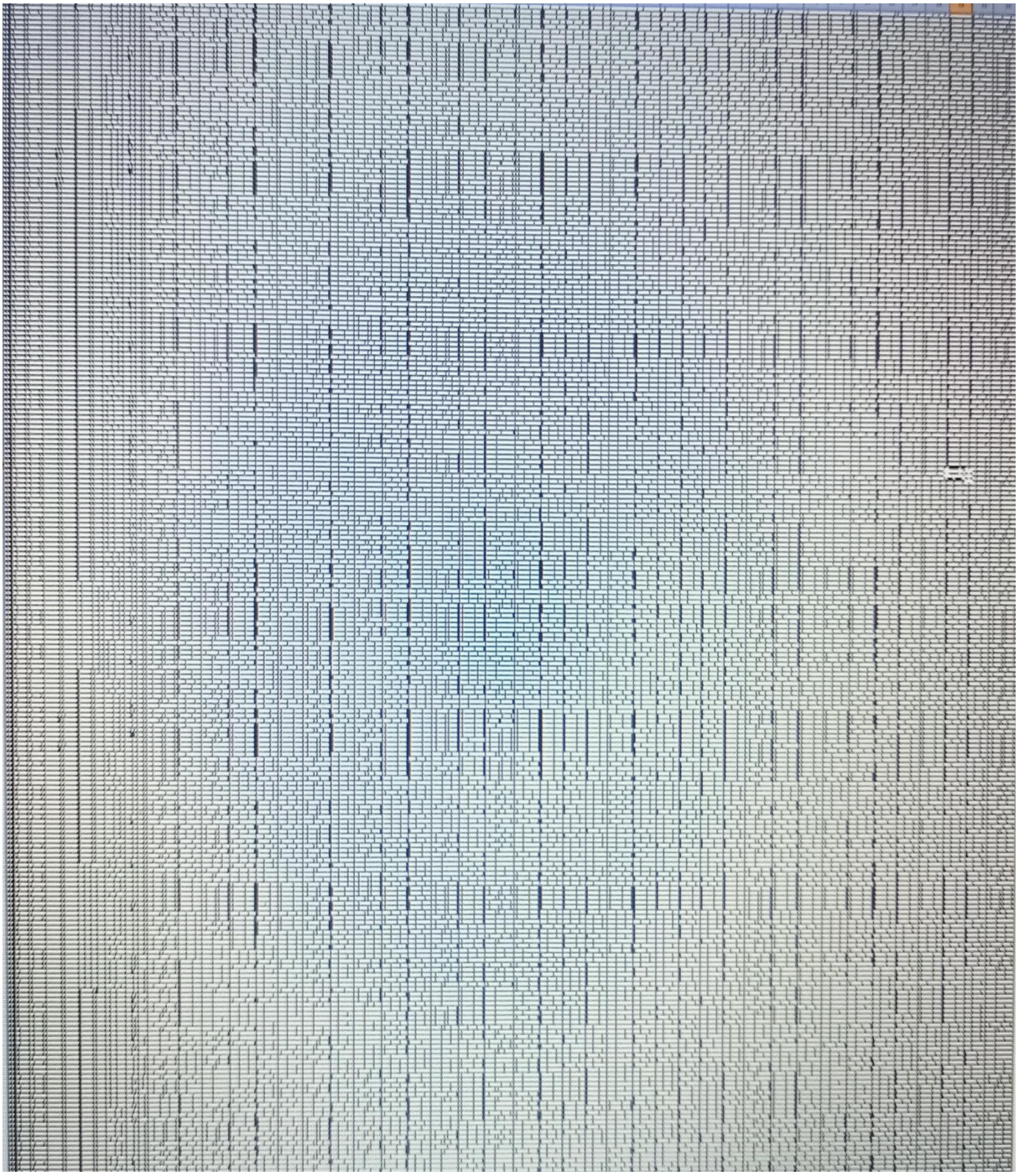
| 7 | www.diva-portal.org<br>Internet | 49 words — < 1% |
| 8 | text-id.123dok.com<br>Internet | 44 words — < 1% |
| 9 | vital.seals.ac.za<br>Internet | 42 words — < 1% |

| | | |
|---|---|---|
| 10 | repo.usni.ac.id<br>Internet | 37 words — < 1% |
| 11 | upcommons.upc.edu<br>Internet | 36 words — < 1% |
| 12 | dspace.nwu.ac.za<br>Internet | 31 words — < 1% |
| 13 | dergipark.org.tr<br>Internet | 29 words — < 1% |
| 14 | ir.ndu.edu.lb:8080<br>Internet | 25 words — < 1% |
| 15 | repository.unhas.ac.id<br>Internet | 20 words — < 1% |
| 16 | www.coursehero.com<br>Internet | 20 words — < 1% |
| 17 | ajfa.macrothink.org<br>Internet | 19 words — < 1% |
| 18 | hdl.handle.net<br>Internet | 19 words — < 1% |
| 19 | d.docksci.com<br>Internet | 18 words — < 1% |
| 20 | de.slideshare.net<br>Internet | 18 words — < 1% |
| 21 | impactfactor.org<br>Internet | 18 words — < 1% |
| | journal.unpar.ac.id | |

| | | |
|---|---|---|
| 22 | Internet | 17 words — < 1% |
| 23 | repository.library.teimes.gr<br>Internet | 17 words — < 1% |
| 24 | gokindwi.web.app<br>Internet | 16 words — < 1% |
| 25 | www.slideshare.net<br>Internet | 16 words — < 1% |
| 26 | bmchealthservres.biomedcentral.com<br>Internet | 15 words — < 1% |
| 27 | eprints.walisongo.ac.id<br>Internet | 15 words — < 1% |
| 28 | proceeding.umsu.ac.id<br>Internet | 15 words — < 1% |
| 29 | rucore.libraries.rutgers.edu<br>Internet | 15 words — < 1% |
| 30 | gsconlinepress.com<br>Internet | 14 words — < 1% |
| 31 | repository.umsu.ac.id<br>Internet | 14 words — < 1% |
| 32 | rss.archives.ceu.hu<br>Internet | 14 words — < 1% |
| 33 | un86th16.fokt.pw<br>Internet | 14 words — < 1% |

## Annexures:-6

## Master sheet Data:-



## Annexures:-7

## Consent Form:-

**SANTOSH MEDICAL COLLEGE AND HOSPITAL (GHAZIABAD)**

**INFORMED CONSENT**

I _____ Son/Daughter/Wife of _____ resident of _____.

Hereby declare that I give my full, free and voluntary informed consent in the thesis – **"TIME MANAGEMENT PRACTICES AMONG HEALTHCAR PROFESSIONALS",** Dr. _____ has informed me to my full satisfaction, in the language I understand, about the purpose, nature of study and various investigations for the study to be carried out. I have been informed about the duration of the study and instructions to be followed during the study period.

I give full consent for being enrolled in the above study and I reserve my rights to withdraw from this study, whenever I wish.

Name: Date:

Signature of candidate:

Or thumb impression

We have witnessed that the candidate signed the above form in the presence of his free will after fully understanding its content.

Signature of Witness

Name

Signature of Investigator
Name:Shagun Malik
Designation: PG -Department of Hospital Administration
Contact No.- 8755919735

**<u>संतोष मेडिकल कॉलेज एवं अस्पताल (गाजियाबाद)</u>**

**<u>सहमति पत्र (सूचित)</u>**

मैं _____ बेटा / बेटी /पत्नी_____

निवासी _____ घोषणा करता हूं कि

डॉ ._____, ने मुझे मेरी भाषा में अपने अध्ययन "**<u>TIME MANAGEMENT PRACTICES AMONG HEALTHCAR PROFESSIONALS</u>**" के उद्देश्य के बारे में, और अध्ययन के दौरान अपनाई जाने वाली विभिन्न प्रयोगशाला जांच के बारे में सूचित कर दिया है। मुझे अध्ययनकी अवधि और उसके दौरान अपनाए जाने वाले निर्देश भी मेरी भाषा मे समझा दिए गए हैं| मैं उपरोक्त अध्ययन में बिना किसी दबाव के दाखिला ले रहा हूं और पूर्ण सहमति दे रहा हूं||

नाम

हस्ताक्षर

दिनांक:

मेरी उपस्थिति में मरीज ने पूरी तरह से डाकटर के बताए गए अध्ययन और निर्देशों को समझने के बाद अपनी स्वतंत्र इच्छा से ऊपर के फार्म पर हस्ताक्षर किए हैं ।

नाम: शगुन मलिक

पदनाम: पीजी

अस्पताल प्रशासन विभाग

संपर्क नंबर- 8755919735

**Annexures:-8**

## Master Chart Outline:-

### Time Management Questionnaire

| PARAMETERS | NO. OF QUESTIONS (Range) | LIKERT SCALE (1-5) |
|---|---|---|
| Gender | Male, Female | |
| Priorities | 7 | |
| Workload | 5 | |
| Scheduling | 11 | |
| Delegation | 3 | |
| Time wasters | 4 | |
| Planning | 3 | |
| Satisfaction | 2 | |